Printer Controller

User's Guide

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1 Welcome

This manual describes the printing and scanning functions and operations of the printer controller for the digital color copier.

1.1 Product Overview

The printer controller is a device used for adding printing, network printing, scanning and box functions to the digital color copier.

Available printer controller functions

- Printing from a computer (using the PCL5c printer driver)
- Support of network protocols including TCP/IP, NetBEUI, and IPX/SPX
- Direct printing over the network using Windows, LPR, or IPP printing
- Transfer and notification over the network of image data scanned with this machine
- Fax operations using the Internet (Internet fax transmission/reception)
- Forwarding image data stored in the hard disk of this machine
- Specify settings for this machine and the printer controller from a client computer over the network (using a Web browser)
- Capture images using software installed on a computer (using the TWAIN driver)

1.2 Trademarks and Copyrights

Trademarks

- Ethernet is a registered trademark of Xerox Corporation.
- Microsoft, Windows and Windows NT are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
- Novell and NetWare are registered trademarks of Novell, Inc.
- PCL is a registered trademark of Hewlett-Packard Company Limited.
- Netscape Communications, the Netscape Communications logo, Netscape Navigator, Netscape Communicator, and Netscape are trademarks of Netscape Communications Corporation.
- All other product and brand names are trademarks or registered trademarks of their respective companies or organizations.

BOX Utility:

- This software is based in part on the work of the Independent JPEG Group.

Compact-VJE
Copyright 1986-2003 VACS Corp.

Please note that the display screens used in this manual may differ from the actual screens that appear on your computer display. Also, specifications and other information contained in this manual are subject to change without notice.

2 Before Using the Controller

2.1 Operating Environment

The printer controller operates in the following environments.

Computer	IBM PC or compatible	
Operating System	Windows 98/98SE, Windows Me, Windows 2000, Windows XP, Windows NT 4.0 (SP 6a or later), or Windows Server 2003	
RAM	64 MB or more	
Network Connection	Connection Method	Ethernet 10Base-T/100Base-TX
	Protocol	TCP/IP, NetBEUI, or IPX/SPX (NetWare 4.x, 5.x, and 6)
Parallel Connection	IEEE1284 (Compatible/Nibble/ECP) (Optional local interface kit is required.)	
Web Browser (when using Printer Management Utility)	Microsoft Internet Explorer Ver.5.5 or later (JavaScript-compliant), or Netscape Communicator Ver.4.5 or later (JavaScript-compliant)	

2.2 Accessories

Printer Driver CD-ROM

The Printer Driver CD-ROM contains the following.

- Printer Driver for Windows
- Font Manager
- TWAIN Driver
- BOX Utility
- User's Manual (this manual: PDF file)
- Latest Information (Readme.txt)

Note

The Readme.txt file contains important updated information. Be sure to read it.

To use the "Store to HDD", "Distribution" (for printing pages with a distribution number), Scan to HDD, or Box functions, the optional hard disk must be installed on this machine.
(To use the "Distribution" function, an additional 256 MB of RAM must be installed.)

2.3 Password for Administrator Mode

A password (administrator access code) is required to enter the Administrator mode described in this manual.

Ask the administrator of this machine for the password.

2.4 About This Manual

This manual is divided into chapters that describe how to connect the device to a computer, printing functions, network printing functions, scanning functions, box functions, job management functions, how to specify machine settings from the computer, and other operations.

Depending on the operation that you want to perform, refer to the corresponding page listed below.

Operation	Refer to
Using this machine from a computer (printing functions, scanning functions, and machine setting from a computer)	“3 Connecting to a Computer”
Using this machine as a printer	“4 Installing the Printer Driver” “5 Setting Up the Printer Driver”
Connecting this machine to a network and performing network printing	“6 Network Printing in a Windows Environment”
Specifying printer settings with this machine	“7 Specifying Printer Settings From the Control Panel”
Using this machine as a scanner (scanning functions)	“8 Using the Scan Functions”
Capturing images using software installed on a computer (PC scanning functions)	“9 Scanning Images Using TWAIN (PC Scanning Function)”
Forwarding the image data stored in the hard disk of this machine (Box functions)	“10 Using the Box Functions”
Managing print and scan jobs	“11 Job Management”
Specifying machine settings from the computer	“12 Using Printer Management Utility”
Using the BOX Utility	“13 Using the BOX Utility”
When problems occur	“14 Troubleshooting”

3 Connecting to a Computer

In order to send print data from a computer to this machine, or to capture data scanned using this machine, it is necessary to connect this machine to the computer.

There are two ways to connect this machine to the computer. A network connection can be used to connect this machine to the computer over a network, or a parallel connection can be used to connect this machine directly to the computer.

Network connection	Use an Ethernet cable to connect this machine to a network.
Parallel connection	Use a parallel cable to connect this machine directly to the parallel port of a computer.

Note

To connect this machine to a computer using a parallel connection, the optional local interface kit is required.

3.1 Using a Network Connection

To use this machine in a network environment, use a 10Base-T/100Base-TX cable (Ethernet cable) to connect this machine to the network.

Important

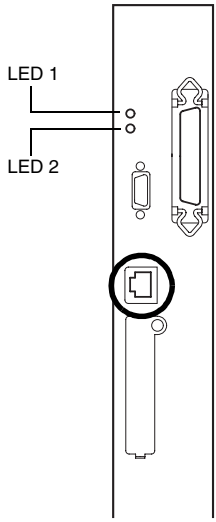
Be sure to use a Category 5 or 5E cable that complies with the 10Base-T/100Base-TX standard.

Always use a 10Base-T/100Base-TX cable that is shielded. Failure to do so may result in radio frequency interference.

Connection procedure

1 Make sure this machine is turned off.

2 Connect one end of the 10Base-T/100Base-TX cable to the 10Base-T/100Base-TX port on this machine, and connect the other end of the cable to the network hub.



This machine is now connected to the network.

3 When this machine is turned on, LED1 will light up.

- LED1: LINK — Lights up if this machine is properly connected to the network.
- LED2: ACT — Blinks depending on the data reception status.

3.2 Using a Parallel Connection

Use a parallel cable (IEEE 1284, Centronics) to connect the parallel port on this machine to the parallel port on the computer.

The parallel port on this machine supports IEEE 1284 Type B.

Note

To connect this machine to the computer using a parallel connection, the optional local interface kit is required.

Always use a parallel cable that is shielded. Failure to do so may result in radio frequency interference.

Memo

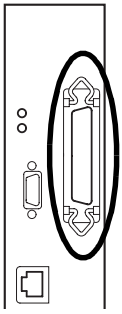
To install the printer driver using Plug and Play, use the parallel cable to connect this machine to the computer when you install the printer driver (refer to "Installing the Printer Driver Using Plug and Play" on page 4-7).

Connection procedure

1 Turn this machine and the computer off.

2 Connect one end of the parallel cable to the parallel port (printer port) on the computer.

3 Connect the other end of the parallel cable to the parallel port on the back of this machine. Use the two clips to secure the interface cable connector.



This machine is now connected to the computer.

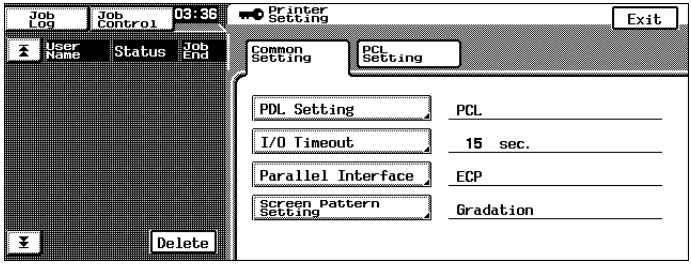
3.2.1 Specifying the Interface Settings

If necessary, specify the parallel interface settings from this machine's control panel.

Parallel interface setting

1 Press the [Utility] key on this machine's control panel, touch [Admin. Mode], and then enter the administrator access code.

2 Touch [Printer Setting], then [Common Setting].



3 Specify settings for the following.

- I/O Timeout: Set the communication timeout. (10 to 300 seconds)
- Parallel Interface: Set the mode to be used with the parallel interface. ("Compatible", "Nibble", or "ECP")

4 Installing the Printer Driver

This chapter describes how to install the printer driver from the supplied CD-ROM.

The installation procedure differs depending on how this machine is connected to the computer. If this machine is connected to the computer using a parallel connection, the printer driver can be installed using Plug and Play or the Add Printer Wizard.

The installation method also differs depending on the version of Windows that you are using. Refer to the table below for the appropriate procedure for installing the printer driver on your computer.

Connection method	Refer to
Network connection	*"When This Machine and the Computer are Connected Using a Network Connection" on page 4-2* *"For Windows 98/Me/2000/NT 4.0" on page 4-2* *"For Windows XP/Server 2003" on page 4-4*
Parallel connection	*"Installing the Printer Driver Using Plug and Play" on page 4-7* *"For Windows 98" on page 4-7* *"For Windows Me" on page 4-8* *"For Windows 2000" on page 4-9* *"For Windows XP/Server 2003" on page 4-10*
	"Installing the Printer Driver Using the Add Printer Wizard" on page 4-11 *"For Windows 98/Me/2000/NT 4.0" on page 4-11* *"For Windows XP/Server 2003" on page 4-13*

...

Note

To connect this machine to a computer using a parallel connection, the optional local interface kit is required.

4.1 When This Machine and the Computer are Connected Using a Network Connection

4.1.1 Installing the Printer Driver Using the Add Printer Wizard

Note

In order to perform IPP printing operations, the printer driver must be installed so that IPP printing can be set up when the printer driver is installed.

For further details on IPP printing, refer to “IPP Printing (Windows 2000/XP/Server 2003)” on page 6-8.

For Windows 98/Me/2000/NT 4.0

1 While Windows is running, load the CD-ROM into the computer’s CD-ROM drive.

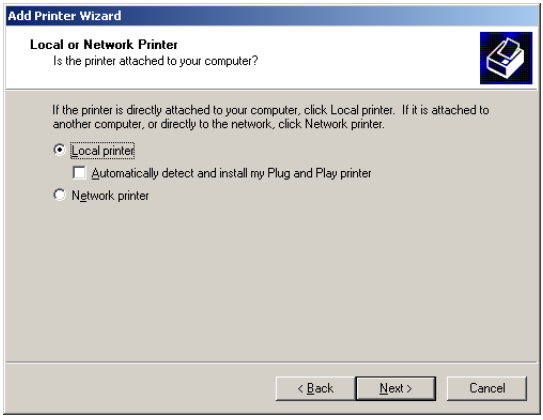
2 In Windows, click the [Start] button, point to “Settings”, and then click “Printers”.

3 Double-click the “Add Printer” icon.

The Add Printer Wizard starts up.

4 Follow the on-screen instructions.

5 On the screen for selecting the printer connection, select **Local printer**.


Add Printer Wizard
Local or Network Printer
Is the printer attached to your computer?
If the printer is directly attached to your computer, click Local printer. If it is attached to another computer, or directly to the network, click Network printer.
Local printer
Automatically detect and install my Plug and Play printer
Network printer
< Back
Next >
Cancel

Note

For details on installing the printer driver in a network environment, refer to "6 Network Printing in a Windows Environment". Because it is necessary to specify other network settings in advance when installing the printer driver using a network connection, install it using a local connection at this time.

6 Click the [Next] button.

7 Click the [Have Disk] button.

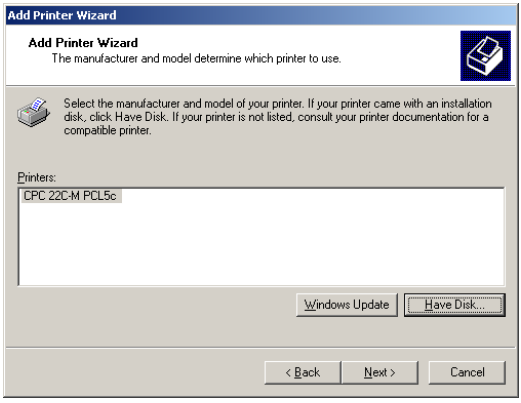
8 Click the [Browse] button.

9 Depending on the version of Windows that you are using, specify the directory on the CD-ROM that contains the printer driver, and then click the [OK] button.

- For Windows 98: (CD-ROM)\Driver\English\Printer\Win9xME
- For Windows Me: (CD-ROM)\Driver\English\Printer\Win9xME
- For Windows 2000: (CD-ROM)\Driver\English\Printer\Win2KXP
- For Windows NT 4.0: (CD-ROM)\Driver\English\Printer\WinNT40

10 Click the [OK] button.

The **Printers** list appears.


Add Printer Wizard
Add Printer Wizard
The manufacturer and model determine which printer to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.
Printers:
CPC 22C-M PCL5c
Windows Update
Have Disk...
< Back
Next >
Cancel

11 Click the [Next] button.

12 Specify the connection port. Select **LPT1** here.

13 Follow the on-screen instructions to perform the installation.

Note
Do not perform a test print at this point.
Perform the test print after the network settings have been specified.

14 When installation is complete, make sure that the icon of the installed printer appears in the “Printers” window.

15 Remove the CD-ROM from the CD-ROM drive.

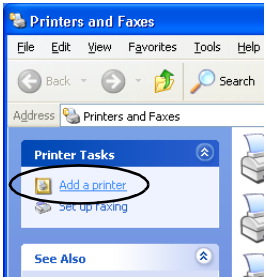
This completes the printer driver installation.

For Windows XP/Server 2003

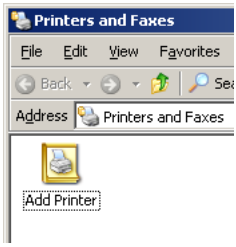
1 While Windows is running, load the CD-ROM into the computer’s CD-ROM drive.

2 In Windows, click the [Start] button, and then click “Printers and Faxes”.

3 For Windows XP, click **Add a printer** on the **Printer Tasks** menu.
For Windows Server 2003, double-click the “Add Printer” icon.



Windows XP

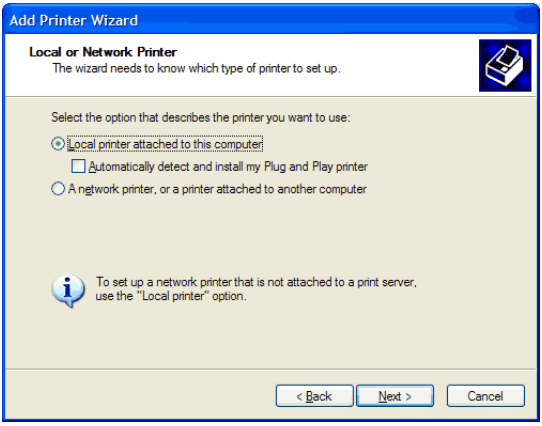


Windows Server 2003

The Add Printer Wizard starts up.

4 Click the [Next] button.

5 Select **Local printer attached to this computer**, and then click the [Next] button.
Clear the **Automatically detect and install my Plug and Play printer** check box.


Add Printer Wizard
Local or Network Printer
The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use:
Local printer attached to this computer
Automatically detect and install my Plug and Play printer
A network printer, or a printer attached to another computer
To set up a network printer that is not attached to a print server, use the "Local printer" option.
< Back
Next >
Cancel

Note
For details on installing the printer driver in a network environment, refer to "6 Network Printing in a Windows Environment". Because it is necessary to specify other network settings in advance when installing the printer driver using a network connection, install it using a local connection at this time.

6 The Select Printer Port dialog box appears. Select **LPT1** here, and then click the [Next] button.

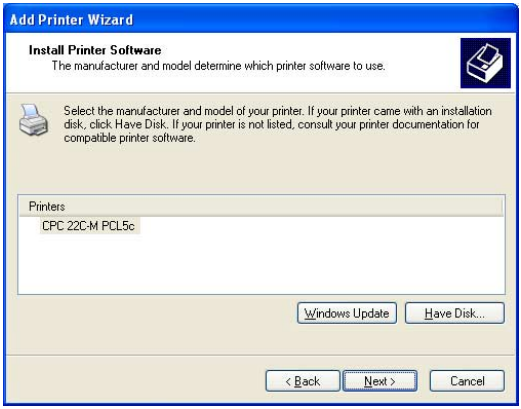
7 Click the [Have Disk] button.

8 Click the [Browse] button.

9 Specify the directory on the CD-ROM (\Driver\English\Printer\Win2KXP) that contains the printer driver for Windows XP/Server 2003, and then click the [OK] button.

10 Click the [OK] button.

The **Printers** list appears.


Add Printer Wizard
Install Printer Software
The manufacturer and model determine which printer software to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.
Printers
CPC 22C-M PCL5c
Windows Update
Have Disk...
< Back
Next >
Cancel

11 Click the [Next] button.

12 Follow the on-screen instructions to start the installation.

Note

Perform a test print after the network settings have been specified.

13 When installation is complete, make sure that the icon of the installed printer appears in the “Printers and Faxes” window.

14 Remove the CD-ROM from the CD-ROM drive.

This completes the printer driver installation.

4.2 When This Machine and the Computer are Connected Using a Parallel Connection

Note

To connect this machine to a computer using a parallel connection, the optional local interface kit is required.

4.2.1 Installing the Printer Driver Using Plug and Play

For Windows NT 4.0, Plug and Play cannot be used to install the printer driver. Refer to the procedure for installing the printer driver using the Add Printer Wizard. If you are using Windows NT 4.0, exit the Add Printer Wizard started by Plug and Play, click the “Add Printer” icon, and then install the printer driver (refer to *“Installing the Printer Driver Using the Add Printer Wizard” on page 4-11*).

For Windows 98

1 After using a parallel cable to connect this machine to the computer, turn on the computer.

Note

Do not disconnect and connect the cable while the computer is starting up.

2 Insert the CD-ROM into the computer’s CD-ROM drive.

3 Turn this machine on.

The Add New Hardware Wizard dialog box appears.

4 Click the [Next] button.

5 Select **Search for the best driver for your device (Recommended)**, and then click the [Next] button.

6 Select **Specify a location**, and then click the [Browse] button.

7 Specify the directory on the CD-ROM (\Driver\English\Printer\Win9xME) that contains the printer driver for Windows 98, and then click the [OK] button.

8 Click the [Next] button, and then proceed according to the on-screen instructions.

9 The Add New Hardware Wizard dialog box appears again. Repeat steps 4 through 8.

10 When installation is complete, make sure that the icon of the installed printer appears in the “Printers” window.

11 Remove the CD-ROM from the CD-ROM drive.

This completes the printer driver installation.

For Windows Me

1 After using a parallel cable to connect this machine to the computer, turn on the computer.

Note
Do not disconnect and connect the cable while the computer is starting up.

2 Insert the CD-ROM into the computer’s CD-ROM drive.

3 Turn this machine on.

The Add New Hardware Wizard dialog box appears.

4 Select **Automatic search for a better driver (Recommended)**, and then click the [Next] button.

5 Select **Specify a Location**, and then click the [Browse] button.

6 Specify the directory on the CD-ROM (\Driver\English\Printer\Win9xME) that contains the printer driver for Windows Me, and then click the [OK] button.

7 Click the [Next] button, and then proceed according to the on-screen instructions until the [Finish] button is displayed.

8 Click the [Finish] button.

9 When installation is complete, make sure that the icon of the installed printer appears in the “Printers” window.

10 Remove the CD-ROM from the CD-ROM drive.

This completes the printer driver installation.

For Windows 2000

1 After using a parallel cable to connect this machine to the computer, turn on the computer.

Note
Do not disconnect and connect the cable while the computer is starting up.

2 Insert the CD-ROM into the computer's CD-ROM drive.

3 Turn this machine on.

The Found New Hardware Wizard dialog box appears.

4 In the Install Hardware Device Drivers dialog box, select **Search for a suitable driver for my device (recommended)**, and then click the [Next] button.

The Locate Driver Files dialog box appears.

5 Select **Specify a location**, and then click the [Next] button.

6 Specify the directory on the CD-ROM (\Driver\English\Printer\Win2KXP) that contains the printer driver for Windows 2000, and then click the [OK] button.

7 Click the [OK] button, and then proceed according to the on-screen instructions until the Completing the Found New Hardware Wizard dialog box is displayed.

8 Click the [Finish] button.

9 When installation is complete, make sure that the icon of the installed printer appears in the "Printers" window.

10 Remove the CD-ROM from the CD-ROM drive.

This completes the printer driver installation.

For Windows XP/Server 2003

1 After using a parallel cable to connect this machine to the computer, turn on the computer.

Note
Do not disconnect and connect the cable while the computer is starting up.

2 Insert the CD-ROM into the computer's CD-ROM drive.

3 Turn this machine on.

The Found New Hardware Wizard dialog box appears.

4 Select **Install from a list or specific location (Advanced)**, and then click the [Next] button.

5 Under **Search for the best driver in these locations**, select **Include this location in the search**, and then click the [Browse] button.

6 Specify the directory on the CD-ROM (\Driver\English\Printer\Win2KXP) that contains the printer driver for Windows XP/Server 2003, and then click the [OK] button.

7 Click the [Next] button. The Completing the Found New Hardware Wizard dialog box appears.

8 Click the [Finish] button.

9 When installation is complete, make sure that the icon of the printer installed printer appears in the "Printers and Faxes" window.

10 Remove the CD-ROM from the CD-ROM drive.

This completes the printer driver installation.

4.2.2 Installing the Printer Driver Using the Add Printer Wizard

For Windows 98/Me/2000/NT 4.0

1 While Windows is running, load the CD-ROM into the computer's CD-ROM drive.

2 In Windows, click the [Start] button, point to "Settings", and then click "Printers".

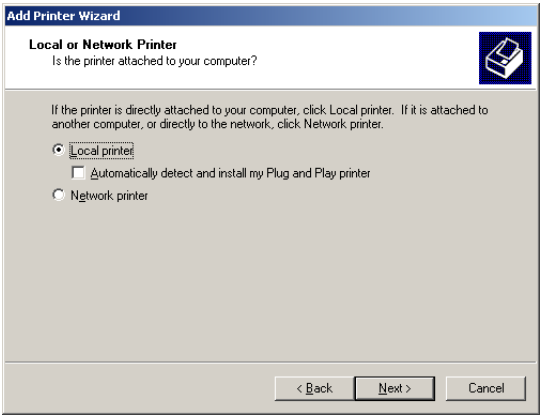
The "Printers" window appears.

3 Double-click the "Add Printer" icon.

The Add Printer Wizard starts up.

4 Proceed according to the on-screen instructions.

5 In the screen for selecting the printer connection, select **Local printer**.


Add Printer Wizard
Local or Network Printer
Is the printer attached to your computer?
If the printer is directly attached to your computer, click Local printer. If it is attached to another computer, or directly to the network, click Network printer.
Local printer
Automatically detect and install my Plug and Play printer
Network printer
< Back
Next >
Cancel

6 Click the [Next] button.

7 Click the [Have Disk] button.

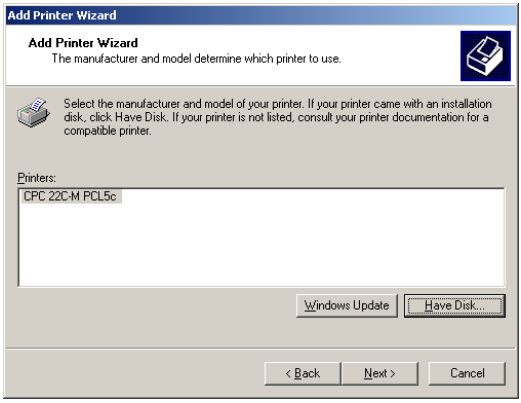
8 Click the [Browse] button.

9 Depending on the version of Windows that you are using, specify the directory on the CD-ROM that contains the printer driver, and then click the [OK] button.

- For Windows 98: (CD-ROM)\Driver\English\Printer\Win9xME
- For Windows Me: (CD-ROM)\Driver\English\Printer\Win9xME
- For Windows 2000: (CD-ROM)\Driver\English\Printer\Win2KXP
- For Windows NT 4.0: (CD-ROM)\Driver\English\Printer\WinNT40

10 Click the [OK] button.

The **Printers** list appears.


Add Printer Wizard
Add Printer Wizard
The manufacturer and model determine which printer to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.
Printers:
CPC 22C-M PCL5c
Windows Update
Have Disk...
< Back
Next >
Cancel

11 Click the [Next] button.

12 Specify the connected port. Select **LPT1** or **LPT2**.

13 Follow the on-screen instructions to perform the installation.

14 When installation is complete, make sure that the icon of the installed printer appears in the “Printers” window.

15 Remove the CD-ROM from the CD-ROM drive.

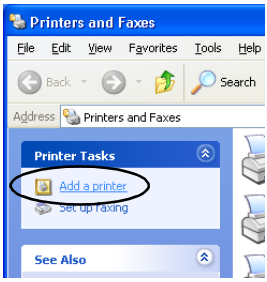
This completes the printer driver installation.

For Windows XP/Server 2003

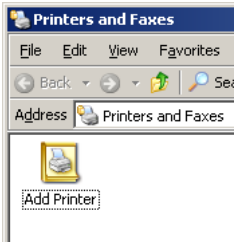
1 While Windows is running, load the CD-ROM into the computer's CD-ROM drive.

2 In Windows, click the [Start] button, and then click "Printers and Faxes".

3 For Windows XP, click **Add a printer** on the **Printer Tasks** menu.
For Windows Server 2003, double-click the "Add Printer" icon.



Windows XP

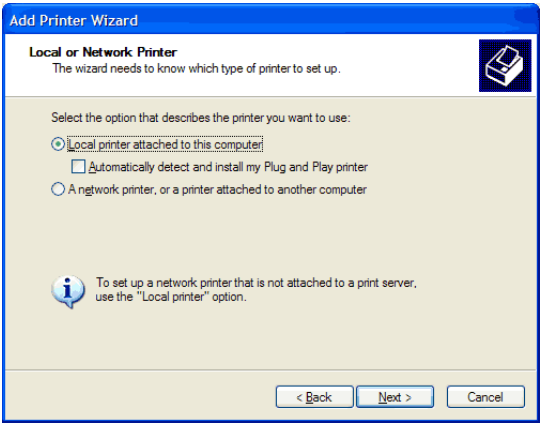


Windows Server 2003

The Add Printer Wizard starts up.

4 Click the [Next] button.

5 Select **Local printer attached to this computer**, and then click the [Next] button.
Clear the **Automatically detect and install my Plug and Play printer** check box.


Add Printer Wizard
Local or Network Printer
The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use:
Local printer attached to this computer
Automatically detect and install my Plug and Play printer
A network printer, or a printer attached to another computer
To set up a network printer that is not attached to a print server, use the "Local printer" option.
< Back
Next >
Cancel

6 The Select Printer Port dialog box appears. Select the connected port, and then click the [Next] button.

7 Click the [Have Disk] button.

8 Click the [Browse] button.

9 Specify the directory on the CD-ROM (\Driver\English\Printer\Win2KXP) that contains the printer driver for Windows XP/Server 2003, and then click the [OK] button.

10 Click the [OK] button.

11 Click the [Next] button.

12 Follow the on-screen instructions to perform the installation.

13 When installation is complete, make sure that the icon of the installed printer appears in the “Printers and Faxes” window.

14 Remove the CD-ROM from the CD-ROM drive.

This completes the printer driver installation.

4.3 Uninstalling the Printer Driver

If it becomes necessary to delete the printer driver, for example, when you want to reinstall the printer driver, follow the procedure below to delete the driver.

Uninstalling the printer driver

1. For Windows 98/Me/2000/NT, click the [Start] button, point to “Settings”, and then click “Printers”.
   For Windows XP/Server 2003, click the [Start] button, and then click “Printers and Faxes”.
2. In the “Printers” (for Windows XP/Server 2003, “Printers and Faxes”) window, select the icon of the printer that you want to delete.
3. Press the [Delete] key on the computer keyboard to delete the printer driver.
4. Follow the on-screen instructions to perform the uninstallation.

   When the printer driver has been deleted, the printer icon will disappear from the “Printers” (for Windows XP/Server 2003, “Printers and Faxes”) window.

This completes the uninstallation procedure.

5 Setting Up the Printer Driver

The printer driver setup dialog box can be displayed from the “Printers” (for Windows XP/Server 2003, “Printers and Faxes”) window of the Windows. Settings specified in the printer driver setup dialog box displayed using the procedure described below will be applied when printing from any application.

Memo

To specify custom settings, click “Print” in the menu of the application, and then click the [Properties] button next to the printer name in the Print dialog box. Settings specified here apply only to the current file.

5.1 Displaying the Printer Driver Setup Dialog Box

5.1.1 Displaying the Printer Driver Setup Dialog Box in Windows 98/Me

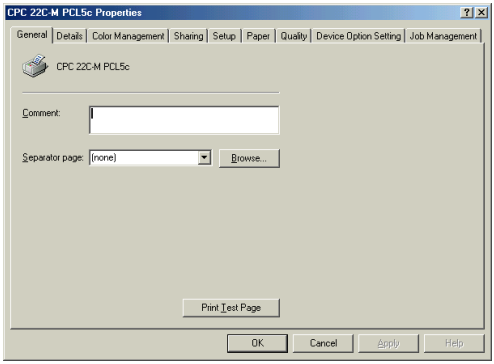
Display procedure

1 In Windows, click the [Start] button, point to “Settings”, and then click “Printers”.

2 Select the “CPC 22C-M PCL5c” icon.

3 On the “File” menu, click “Properties”.

The printer driver setup dialog box shown below appears.



Note

Use the settings on the 5 tabs at the top of the dialog box to set up the printer driver.

5.1.2 Displaying the Printer Driver Setup Dialog Box in Windows 2000/NT 4.0

Display procedure

1. In Windows, click the [Start] button, point to “Settings”, and then click “Printers”.
2. Select the “CPC 22C-M PCL5c” icon.
3. To display the “Device Option Setting” tab, click “Properties” on the “File” menu.
4. To display the “Setup”, “Paper”, “Quality”, or “Job Management” tab, perform the following procedures after selecting the icon in step 2.
   - For Windows 2000: On the “File” menu, click “Printing Preferences”.
   - For Windows NT 4.0: On the “File” menu, click “Document Defaults”.

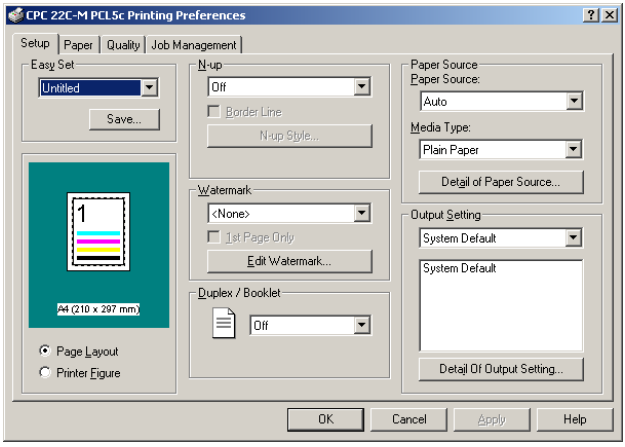
5.1.3 Displaying the Printer Driver Setup Dialog Box in Windows XP/Server 2003

Display procedure

1. In Windows, click the [Start] button, and then click “Printers and Faxes”.
2. Select the “CPC 22C-M PCL5c” icon.
3. To display the “Device Option Setting” tab, click “Properties” on the “File” menu.
4. To display the “Setup”, “Paper”, “Quality”, or “Job Management” tab, click “Printing Preferences” on the “File” menu after selecting the icon in step 2.

5.2 Common Controls

The following describes the common settings and buttons that are displayed on all five tabs (“Setup”, “Paper”, “Quality”, “Device Option Setting”, and “Job Management”).



OK

Click this button to close the printer driver setup dialog box and apply any settings that have been changed.

Cancel

Click this button to cancel any settings that have been changed and close the dialog box.

Apply

Click this button to apply any settings that have been changed without closing the printer driver setup dialog box.

Help

Click this button to display the help for each item on the currently displayed screen.

Easy Set

The current settings on each tab can be saved as a set and retrieved when you want to use them again.

To save the current settings, click the [Save] button. The Save Easy Set Name dialog box appears. Enter the name of the set (10 characters or less), and then click the [OK] button.

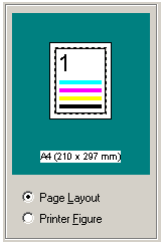
After the settings have been saved as a set, they can be retrieved by selecting the appropriate set name from the drop-down list.

Select “Default” from the drop-down list to restore the tab’s default settings.

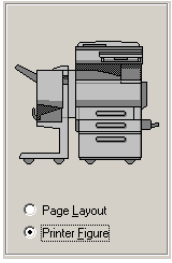
When an existing set of settings is selected from the drop-down list, the button changes to the [Delete] button. Click the [Delete] button to delete the currently selected set.

Page Layout/Printer Figure

When **Page Layout** is selected, a preview of the page layout as specified in the current printer driver settings is displayed, and a preview image can be checked before actual printing is performed.
When any setting is changed, the page layout preview also changes.



When **Printer Figure** is selected, a printer figure is displayed showing any options, such as the paper drawer, that are installed on this machine.



5.3 Settings

5.3.1 Setup Tab

Item	Description
N-up	Prints multiple pages on one page. Refer to *"Printing Multiple Pages on One Page" on page 5-8*.
Watermark	Prints a watermark on the pages. The watermark text can be changed or edited. Refer to *"Printing Pages With Watermarks" on page 5-9*.
Duplex/Booklet	Selects the duplex or booklet printing setting. Refer to *"Specifying Duplex/Booklet Printing" on page 5-13*.
Paper Source	Specifies the paper source and the type of paper. The paper source for the front cover, the back cover or for OHP interleaving can also be specified. Select a paper type specified with this machine. Refer to *"Adding a Cover and/or Interleaf When Printing" on page 5-18*.
Output Setting	Specifies an output setting such as stapling, hole punching, or folding. Refer to *"Stapling Documents" on page 5-15*, *"Hole Punching Documents" on page 5-16*, and *"Folding Documents" on page 5-17*.

5.3.2 Paper Tab

Item	Description
Original Document Size	Specifies the size of the original document. Custom paper sizes can also be specified.
Output Paper Size	Specifies the output paper size. An enlargement or reduction ratio can also be specified. Refer to *"Printing to Suit the Paper Size" on page 5-19*.
Copies	Specifies the number of copies to be made.
Collate	Specifies that the pages be output in sets.
Orientation	Specifies the printing orientation.

5.3.3 Quality Tab

Item	Description
Select Color or Grayscale	Selects the color mode. If "Color (Manual)" is selected, clicking the [Detail of Color Settings] button displays the Detail of Color Settings dialog box, where detailed color settings can be specified.
Exposure Modes	Selects the color matching mode. Text: Text mode, Photo: Photo mode
Use Printer Font	Sets whether to use the printer font.
Resolution	Specifies the print resolution (600 × 600 dpi fixed).
Download as Bitmap	Selects whether the font is downloaded as a bitmap or program (vector font).
Glossy Mode	Sets the glossy mode.

5.3.4 Device Option Setting Tab

Item	Description
Device Option	Specifies the options installed on this machine. Refer to *"Setting Device Options" on page 5-7*.
Job Owner (Default User Name)	Selects the default user name that is shown as the job user name on the control panel of this machine. Refer to *"Identifying a Print Job by Name" on page 11-7*.
Access Number (Default Access Number)	Sets the default for the access number (password). Refer to *"Transmitting a Print Job to This Machine When the Copy Track Mode Is Set" on page 11-8*.
About	Enables the version of the printer driver to be viewed.

5.3.5 Job Management Tab

Item	Description
Store Job	Specifies the job storage method. • Delete After Printing: Deletes the job after it is printed. • Print and Hold: Stores the job temporarily after it is printed. • Store to HDD: Stores the job on the hard disk until it is deleted from this machine. • Store to Memory: Stores the job in memory until it is deleted from this machine. • Proof and Print: Prints only the first set of the job, and stores the rest in the memory. • Lock Job: Locks the job and specifies a password. Refer to *"Print Job Management" on page 11-1*.
Job Owner	Specifies the job user name and job name. Refer to *"Identifying a Print Job by Name" on page 11-7*.
Distribution	Prints a distribution number in the background. Refer to *"Printing Pages with a Distribution Number" on page 11-9*.
Access Code	Specifies the assigned access number (password) when the Copy Track mode is set from this machine. Refer to *"Transmitting a Print Job to This Machine When the Copy Track Mode Is Set" on page 11-8*.

Memo

For further details on the "Job Management" tab, refer to "Print Job Management" on page 11-1.

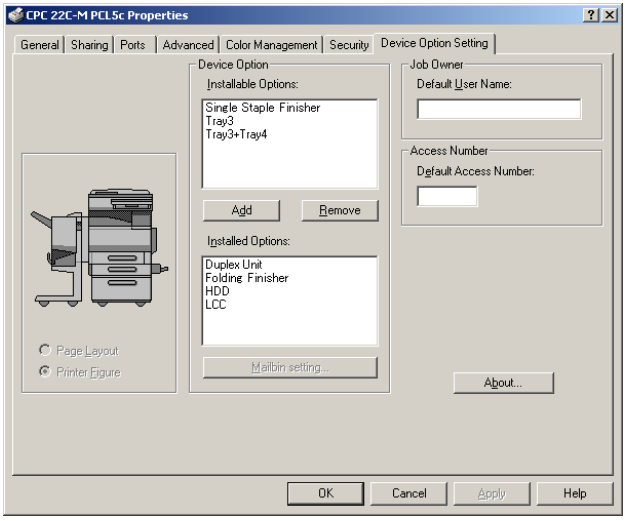
5.4 Setting Device Options

You can enable options installed on this machine from the printer driver.

Setting procedure

1 Display the printer driver setup dialog box (refer to *"Displaying the Printer Driver Setup Dialog Box" on page 5-1*), and then click the "Device Option Setting" tab.

2 From the **Installable Options** list, select the device that you want to install, and then click the [Add] button.



Check that the device the you selected is displayed in the **Installed Options** list.

Note

If options installed on this machine are not set up in the "Device Option Setting" tab, you will not be able to use them from the printer driver. After an option is installed on this machine, be sure to set it up in the "Device Option Setting" tab.

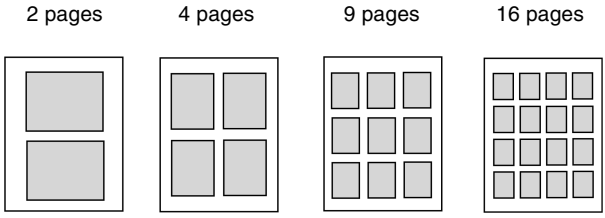
5.5 Printing Multiple Pages on One Page

You can print multiple-page documents on one page. This comes in handy when you want to reduce the number of output pages.

Setting procedure

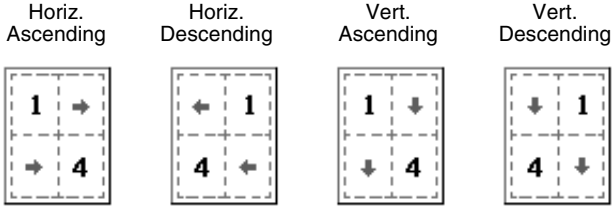
1 Click the “Setup” tab.

2 From the **N-up** drop-down list, select the number of pages to be printed on one page.



- When the **Border Line** check box is selected, borders will be printed around each page.

3 To change the printing order when an N-up setting is selected, click the [N-up Style] button. Then, in the dialog box that appeared, select one of the following modes.



Selecting “Page Layout” allows you to check the page layout and printing order.

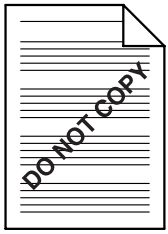
Note

When printing a job that contains pages of different sizes and orientations, images may be missing or overlapping when the document is printed.

5.6 Printing Pages With Watermarks

You can print specific text in the background as a watermark.

Printing pages with watermarks



Setting procedure

1 Click the “Setup” tab.

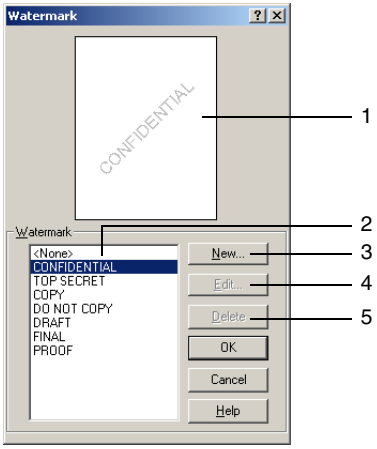
2 Under **Watermark**, specify the necessary settings.

- Text: Select the text to be printed as the watermark. <None>, CONFIDENTIAL, TOP SECRET, COPY, DO NOT COPY, DRAFT, FINAL, or PROOF
- 1st Page Only: Select this check box to print the watermark only on the first page.
- Edit Watermark: Edit the text and position of the watermark.

When the text for the watermark is selected, a preview of the watermark is displayed in the “Page Layout” preview box.

5.6.1 Editing the Watermark

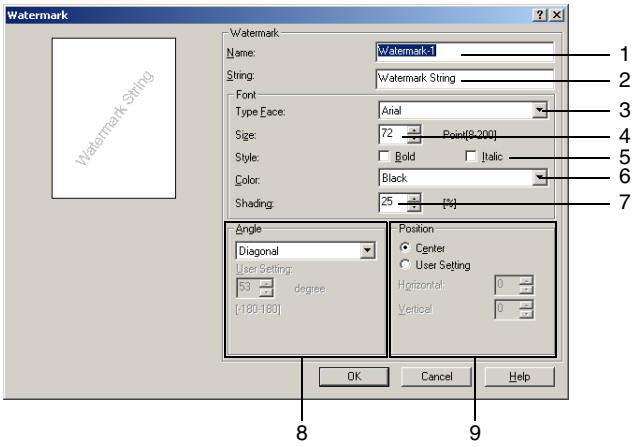
You can edit the font and position of the watermark by clicking the [Edit Watermark] button on the “Setup” tab.



No.	Item	Description
1	Preview	The print image is displayed here.
2	Watermark	Select the desired watermark from the list of existing watermarks.
3	New	Click to create a new watermark. A detailed settings dialog box appears.
4	Edit	Click to edit the text selected in the Watermark list (2). A detailed settings dialog box appears. Refer to *“Specifying Detailed Settings for the Watermark” on page 5-11*.
5	Delete	Click to delete the text selected in the Watermark list (2).

5.6.2 Specifying Detailed Settings for the Watermark

Click the [New] button or the [Edit] button in the dialog box for editing the watermark in order to display a dialog box where you can specify detailed settings for the watermark.



No.	Item	Description
1	Name	Enter the name of the new watermark (up to 20 characters).
2	String	Enter the text to be printed as the watermark (up to 255 characters).
3	Type Face	Select the font for the text to be printed as the watermark from the fonts installed on the computer.
4	Size	Specify the size of the text. Settings: 8 points to 200 points
5	Style	Specify the style of the text. Bold: Text will be printed in bold. Italic: Text will be printed in italics.
6	Color	Set the color of the text.
7	Shading	Specify the density of the text. Settings: 10 to 100% (in 1% increments)

No.	Item	Description
8	Angle	Specify the angle at which the text is printed on the page. • Fixed Angle: Standard fixed angle provided by the printer driver. Settings: “Horizontal”, “Vertical”, “Diagonal” and “User Setting” • User Setting: When “User Setting” is selected, an arbitrary angle can be set. Settings: -180 to +180 degrees (-: clockwise; 0: horizontal; +: counterclockwise)
9	Position	Specify the position where the watermark is printed. • Center: The watermark is printed in the center of the page. • User Setting: The position is defined by the numeric values entered in the “Horizontal” and “Vertical” boxes. Setting value (Horizontal): -999 to 999 points Setting value (Vertical): -999 to 999 points (specified in 1-point increments; 72 points = 1 inch) The “Position” setting defines the distance from the center. A positive value in the “Horizontal” box is toward the right, and a positive value in the “Vertical” box is upward.

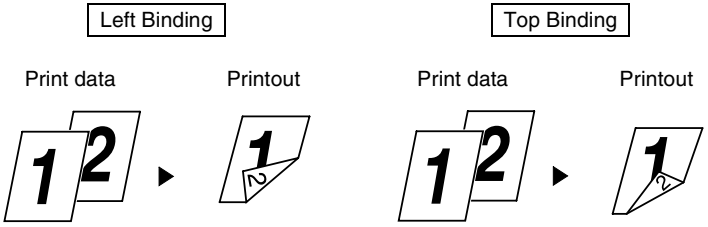
A preview of the settings is displayed.

5.7 Specifying Duplex/Booklet Printing

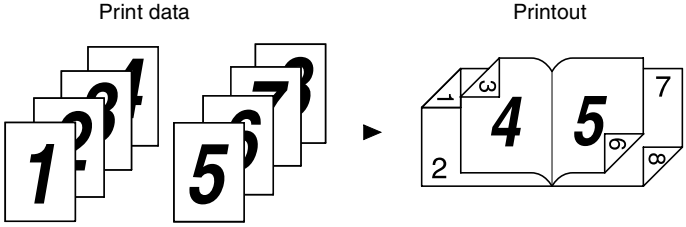
You can print a document onto both sides of a page or in a booklet format (two facing pages).

Note
Duplex printing is available only if the optional duplex unit is installed on this machine.

Duplex Printing



Booklet Printing



Setting procedure

1 Click the “Setup” tab.

2 Select one of the following duplex printing settings from the **Duplex/ Booklet** drop-down list.

Off	The function is disabled.
Top Binding	The print images are printed on both sides of a single page so that the file margin is at the top.
Left Binding	The print images are printed on both sides of a single page so that the file margin is at the left edge.
Booklet Left Binding	The print images for 4 pages are printed on both sides of a single page so that the printout may be folded at its center to form a booklet bound at its left edge.
Booklet Right Binding	The print images of 4 pages are printed on both sides of a single page so that the printout may be folded at its center to form a booklet bound at its right edge.

Selecting “Page Layout” allows you to check the duplex/booklet printing layout.

Note

When printing a job that contains pages of different sizes and orientations, images may be missing or overlapping when the document is printed.

5.8 Stapling Documents

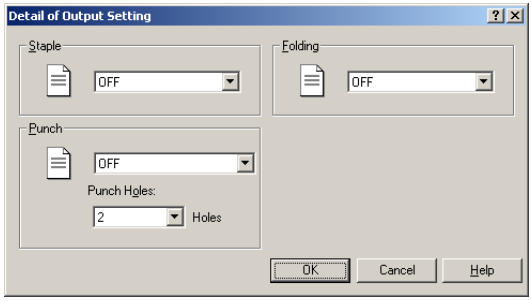
Note

The staple function is available only if the optional single staple finisher or folding finisher is installed on this machine.

Setting procedure

1 Click the “Setup” tab.

2 Click the [Detail of Output Setting] button to display the detailed settings dialog box.



3 From the **Staple** drop-down list, select one of the following settings.

- If the single staple finisher is installed on this machine: “OFF” or “Corner”
- If the folding finisher is installed on this machine: “OFF”, “Corner”, “Top Side 2 Points”, “Left Side 2 Points”, or “Auto 2 Points”

Memo

If the single staple finisher is installed on this machine, up to 30 pages can be stapled at a time.

If the folding finisher is installed on this machine, up to 50 pages of A4/Letter or smaller paper, or 25 pages of B4/Legal or larger paper can be stapled at a time.

5.9 Hole Punching Documents

Note

The hole punch function is available only when optional folding finisher is installed on this machine.

Setting procedure

1 Click the “Setup” tab.

2 Click the [Detail of Output Setting] button to display the detailed settings dialog box.

3 From the **Punch** and **Punch Holes** drop-down lists, select one of the following settings.

- Punch: “OFF”, “Top Side Punch”, “Left Side Punch”, or “Auto Punch”
- Punch Holes: “2”, “3”, or “4”

Note

*When using the hole punch function, always select “4” from the **Punch Holes** drop-down list.*
No holes will be punched if “2” or “3” is selected.

5.10 Folding Documents

The folding function is used in combination with a booklet printing setting to produce booklets that are folded and stapled at the center.

Note

The folding function is available only if optional folding finisher is installed on this machine.

Setting procedure

1 Click the “Setup” tab.

2 Click the [Detail of Output Setting] button to display the detailed settings dialog box.

3 From the **Folding** drop-down list, select one of the following settings.

- OFF: The folding function is disabled.
- Crease + Center Staple: Produces booklets that are folded and stapled at the center.

Memo

Up to 10 pages can be folded at a time.

5.11 Adding a Cover and/or Interleaf When Printing

A front cover and/or back cover can be added to each of the copy sets. Also, when printing on overhead projector transparencies, an interleaf can be inserted between the transparencies.

Setting procedure

1 Click the “Setup” tab.

2 Click the [Detail of Paper Source] button under **Paper Source** to display the detailed settings dialog box.

3 Specify the desired settings.

Cover Page

A front cover and/or back cover can be added to each of the copy sets. You can also select to print data on the covers or leave them blank.

Front Cover Page	Adds a front cover.
With Image	Prints data on the front cover.
Front Cover Page Source	Specifies the paper source for the front cover. (Tray 1 to 4, or LCC)
Back Cover Page	Adds a back cover.
With Image	Prints data on the back cover.
Back Cover Page Source	Specifies the paper source for the back cover. (Tray 1 to 4, or LCC)

OHP Interleaving

When printing on overhead projector transparencies, interleaves can be inserted between the transparencies.

OHP Interleaving	Enables the “OHP Interleaving” function.
OHP Interleaving Paper Source	Specifies the paper source for the interleaves. (Tray 2 to 4, or LCC)

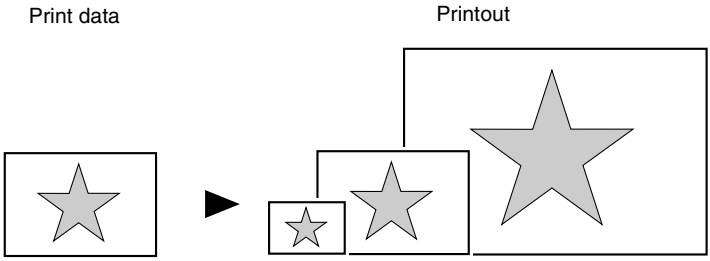
Note

*When using the “OHP Interleaving” function, specify “1” in **Copies** box.*
When printing on overhead projector transparencies, only the multiple bypass tray or the 1st drawer can be set as the paper source.
The “OHP Interleaving” function cannot be used in combination with duplex printing.

For details on loading overhead projector transparencies into the paper source, refer to the User’s Manual supplied with this machine.

5.12 Printing to Suit the Paper Size

You can enlarge or reduce documents created with an application when printing to match the output paper size.



Setting procedure

1 Click the “Paper” tab.

2 Check that the size specified in the **Original Document Size** box is the same as that of the document created with the application.

3 Select the **Output Paper Size** check box, and then specify the size of the paper to be printed.

4 When the **Fit to Paper** check box is selected, the size of the document is automatically adjusted to the size of the paper selected for printing.

...

Note

*Make sure that paper of the size set in in the **Output Paper Size** box is loaded in this machine.*

5.13 Items That Cannot Be Set Simultaneously

Limitations on Paper Size and Function Combinations

		Paper Source				Paper Type						Output Setting					
		Tray 1	Tray 2, 3, 4	LCC	Manual Feed Tray	Plain Paper	Thick 1	Thick 2	Thick 3	Transparency	Envelope	Duplex	Booklet	N-up	Staple	Punch	Folding
Original Document Size	A3 Wide		x	x							x				x	x	x
	A3			x							x						
	JIS B4			x							x						
	A4										x						
	JIS B5			x							x						
	A5			x							x				x		x
	JIS B6		x	x							x	x	x		x	x	x
	A6		x	x							x	x	x		x	x	x
	Postcard		x	x							x	x	x	x	x	x	x
	203 x 330 mm			x							x						x
	210 x 330 mm			x							x						x
	216 x 330 mm			x							x						x
	220 x 330 mm			x							x						x
	Legal			x							x						x
	Letter										x						
	Executive		x	x							x						x
	Invoice			x							x				x	x	x
	Ledger			x							x						
	11 x 14			x							x						x
	Envelope B5		x	x								x	x	x	x	x	x
	Envelope Com 10		x	x								x	x	x	x	x	x
	Envelope C5		x	x								x	x	x	x	x	x
	Envelope DL		x	x								x	x	x	x	x	x
	Envelope Monarch		x	x								x	x	x	x	x	x
	K16		x	x							x						x
	K8		x	x							x						
	Custom size		x	x							x	x	x	x	x	x	x

Blank: Possible combination
x: Not possible to combine

Limitations on Function Combinations

		Paper Type						Output Setting					
		Plain Paper	Thick 1	Thick 2	Thick 3	Transparency	Envelope	OHP Interleaving	Duplex	Booklet	N-up	Folding	Cover Page
Paper Source	Manual Feed Tray							x					
	Tray 1												
	Tray 2		x	x	x	x	x	x					
	Tray 3, 4		x	x	x	x	x	x					
	LCC		x	x	x	x	x	x				x	
Output Setting	OHP Interleaving	x	x	x	x		x		x	x		x	
	Duplex		x	x	x	x	x	x					
	Booklet		x	x	x	x	x	x			x		x
	Staple		x	x	x	x	x	x		x		x	
	Punch				x	x	x	x		x		x	
	Folding		x	x	x	x	x	x					x
	Glossy Mode		x	x	x	x	x		x	x			

Blank: Possible combination
x: Not possible to combine

Limitations on Other Combinations

	Tab	Function 1	Tab	Function 2
1	Setup	N-up	Paper	Scaling
2	Setup	N-up	Quality	Download as Bitmap
3	Setup	Booklet	Quality	Download as Bitmap
4	Setup	OHP Interleaving	Paper	Copies
5	Setup	OHP Interleaving	Job Management	Distribution Number
6	Setup	Staple - Top Side 2 Points	Setup	Left Side Punch
7	Setup	Staple	Paper	Uncollated
8	Setup	Folding	Paper	Uncollated
9	Paper	Output Paper Size	Quality	Download as Bitmap
10	Paper	Scaling	Quality	Download as Bitmap
11	Paper	Uncollated	Job Management	Proof and Print
12	Paper	Uncollated	Job Management	Distribution Number
13	Quality	Grayscale	Quality	Exposure Modes
14	Quality	Use Printer Font	Quality	Download as Bitmap

6 Network Printing in a Windows Environment

6.1 Network Connection Methods That Can Be Selected in Each Windows OS

This chapter describes the settings that must be specified for network printing.

Setting procedures differ depending on the method of network printing used (Windows, LPR, or IPP printing). Select the best method of network printing for your Windows environment.

Network Printing from a Windows OS

	Protocol Used	Windows 98/98SE	Windows Me	Windows 2000	Windows XP	Windows NT 4.0	Windows Server 2003
Windows Printing	NetBEUI	❍	❍	❍	❍	❍	❍
LPR Printing	TCP/IP			❍	❍	❍	❍
IPP Printing	TCP/IP			❍	❍		❍

Note

To perform Windows printing, the NetBEUI protocol must be installed on your computer.

Before setting up network printing, refer to the procedure described in "4 Installing the Printer Driver" and install the printer driver.
To perform network printing, change the printer port for the installed printer driver to one for a network connection, and then change the settings on this machine as necessary.
For an IPP connection, it is necessary to start with the step for installing the printer driver.

Network Printing in a NetWare Environment

NetWare Version	Protocol Used	Emulation	Service Mode
NetWare 4.x	IPX	NDS/Bindery	PServer/NPrinter
NetWare 5.x/6	IPX	NDS	PServer
	TCP/IP	NDPS(lpr)	

6.2 Setting the IP Address for This Machine

First, use this machine's control panel to assign an IP address to this machine.

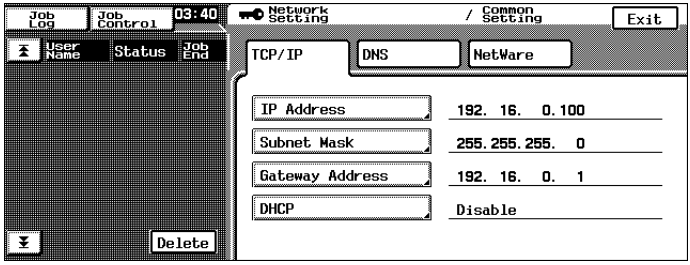
Note

When specifying network settings, follow the instructions of the network administrator.

Setting procedure

1 Press the [Utility] key on this machine's control panel, touch [Admin. Mode], and then enter the administrator access code.

2 Touch [Network Setting], [Common Setting], then [TCP/IP].



3 Specify settings for the following.

- IP Address: Set the IP address of this machine.
- Subnet Mask: Set the subnet mask for the network to which you are connecting.
- Gateway Address: Set the default gateway address for the network to which you are connecting.

Note

Although the IP address is entered without using the DHCP server in the procedure described here, it is also possible to automatically assign the IP address from the DHCP server. When "DHCP" is set to "Enable", the IP address, subnet mask, and gateway address settings are automatically assigned from the DHCP server on the network, so it is not necessary to assign them manually. However, note the following when setting "DHCP" to "Enable".

Check with the network administrator that the DHCP server exists. If the DHCP server does not exist, be sure to specify settings for "IP Address", "Subnet Mask", and "Gateway Address".

If the settings for the IP address and other items have been assigned using the DHCP server, there is a possibility that they may be automatically changed. When the settings for the IP address and other items are changed, if the IP address has been used to specify a printer on the network for printing, there is a possibility that printing may not be possible because this machine cannot communicate with the network. If "DHCP" has been set to "Enable", it is recommended that the IP address assigned to this machine be fixed in the DHCP server settings.

4 To apply the settings, restart this machine (turn it off, then on again).

Turn this machine back on to enable the IP address.

6.3 Accessing Printer Management Utility

Setting the IP address for this machine enables you to access Printer Management Utility.

Use your Web browser to directly access Printer Management Utility.

Access procedure

1 Start up the Web browser.

2 In the URL field, enter the IP address for this machine as shown below, and then press the [Enter] key.

- http://*<IP_address_for_the_copier>*/
  Example: If the IP address for this machine is 192.168.0.10
  http://192.168.0.10/

The initial page of Printer Management Utility appears.

For further details on Printer Management Utility, refer to "12 Using Printer Management Utility".

6.4 Windows Printing

You can use Windows printing to print directly over the Microsoft network.

Note

To perform Windows printing, the NetBEUI protocol must be installed on your computer.

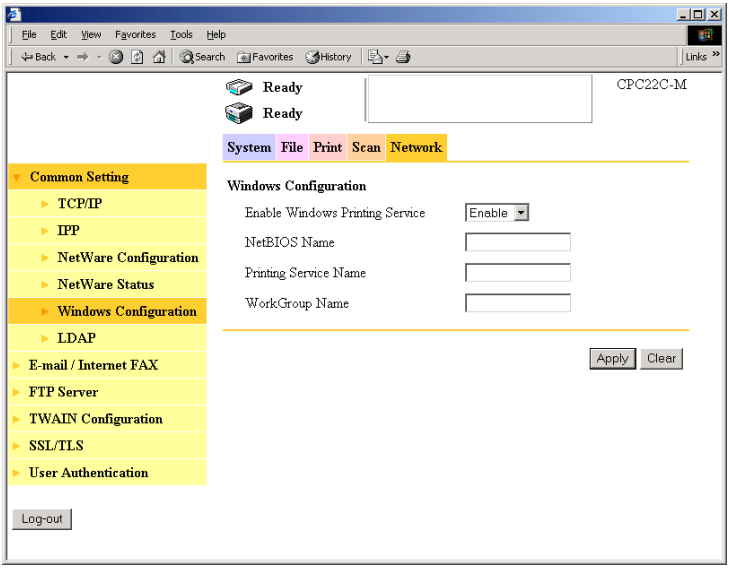
6.4.1 Operations on This Machine

Set the IP address on this machine. For the setting procedure, refer to *"Setting the IP Address for This Machine" on page 6-2*.

Specify the settings described below for Windows printing in Printer Management Utility.

Setting procedure

1. Start up Printer Management Utility.
2. Enter the administrator access code, and log in to Administrator mode.
3. On the "Network" tab, click **Common Setting**, and then click **Windows Configuration** in the sub-menu that appeared.



4 Specify settings for the following.

- Enable Windows Printing Service: Set whether to use the Windows printing service. Select “Enable” here.
- NetBIOS Name: Specify the NetBIOS name (up to 15 alphanumeric characters).
- Printing Service Name: Specify the printing service name (up to 13 alphanumeric characters).
- WorkGroup Name: Specify the work group name (up to 15 alphanumeric characters).

5 To apply the settings, restart this machine (turn it off, then on again).

6.4.2 Printer Driver Settings

For Windows 98/Me

1 Click the [Start] button, point to “Settings”, and then click “Printers”.

2 Right-click the icon for the installed printer, and then click “Properties”.

3 On the “Details” tab, click the [Add Port] button.

4 Select **Network**, and then click the [Browse] button. In the network configuration window that appeared, select the appropriate printer icon.

For Windows 2000/XP/NT 4.0/Server 2003

1 For Windows 2000/NT 4.0, click the [Start] button, point to “Settings”, and then click “Printers”.
For Windows XP/Server 2003, click the [Start] button, and then click “Printers and Faxes”.

2 Right-click the icon of the installed printer, and then click “Properties”.

3 Click the [Add Port] button on the “Ports” tab, double-click “Local Port” or select “Local Port” and click the [New Port] button, and then enter \\NetBIOS name\Printing Service name.

Note
Enter the same NetBIOS name and printing service name that you entered in Printer Management Utility (refer to “Operations on This Machine” on page 6-4).

4 Click the [Close] button to apply the setting.

6.5 LPR Printing (Windows 2000/XP/NT 4.0/Server 2003)

The LPR print service is supported as standard in Windows 2000/XP/NT 4.0. TCP/IP is used as the network protocol.

6.5.1 Operations on This Machine

Specify the IP address for this machine. For the setting procedure, refer to *"Setting the IP Address for This Machine" on page 6-2*.

6.5.2 Printer Driver Settings

For Windows 2000/XP/Server 2003

1. For Windows 2000, click the [Start] button, point to "Settings", and then click "Printers".
   For Windows XP/Server 2003, click the [Start] button, and then click "Printers and Faxes".
2. Right-click the icon of the installed printer, and then click "Properties".
3. On the "Ports" tab, click the [Add Port] button.
4. In the **Available Printer Ports** list, select **Standard TCP/IP Port**, and then click the [New Port] button.
5. When the Add Standard TCP/IP Printer Port Wizard starts up, click the [Next] button.
6. In the **Name of printer or IP address** box, enter the IP address for this machine, and then click the [Next] button.
7. Select **Custom**, and then click the [Settings] button.
8. Select **LPR**, enter "Print" in the **Queue Name** box, and then click the [OK] button.
9. Click the [Next] button, and then click the [Finish] button to apply the setting.

For Windows NT 4.0

1 Click the [Start] button, point to “Settings”, and then click “Printers”.

2 Right-click the icon of the installed printer, and then click “Properties”.

3 On the “Ports” tab, click the [Add Port] button.

4 In the **Available Printer Ports** list, select **LPR Port**, and then click the [New Ports] button.

Note

If “LPR Port” is not in the list, click the [Start] button, point to “Control Panel”, and then click “Network”. Then, on the “Service” tab, click the [Add] button and install the Microsoft TCP/IP printing service.

5 In the **Name or address of server providing lpd** box on the Add LPR Compatible Printer dialog box, enter the IP address for this machine.

6 In the **Name of printer or print queue on that server** box, enter “Print”.

7 Click the [OK] button to apply the setting.

6.6 IPP Printing (Windows 2000/XP/Server 2003)

The IPP (Internet Printing Protocol) print service is supported as a standard in Windows 2000/XP/Server 2003. TCP/IP is used as the network protocol.

6.6.1 Operations on This Machine

Specify the IP address for this machine. For the setting procedure, refer to *"Setting the IP Address for This Machine" on page 6-2*.

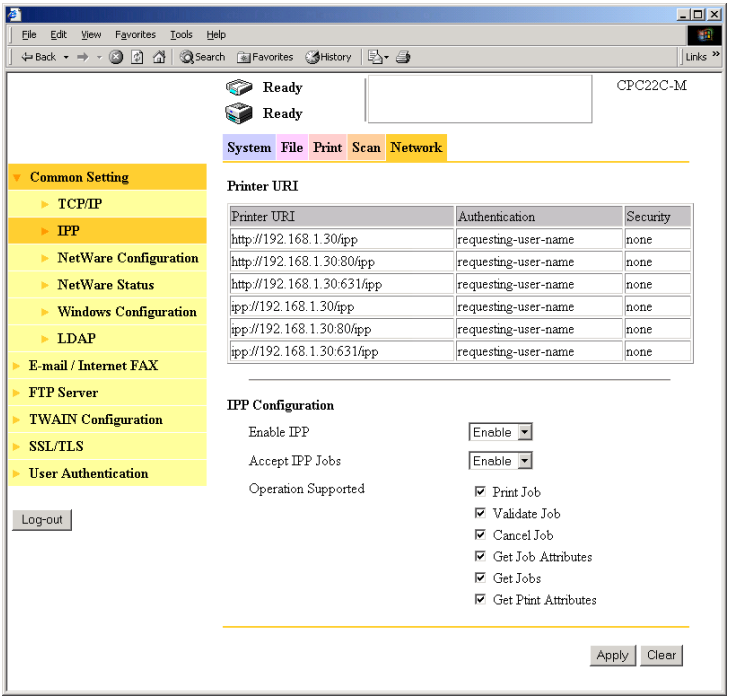
Also, specify the IPP printing settings in Printer Management Utility. (Printing can be performed with the default settings.)

Setting procedure

1 Start up Printer Management Utility.

2 Enter the administrator access code, and log in to Administrator mode.

3 On the "Network" tab, click **Common Setting**, and then click **IPP** in the sub-menu that appeared.



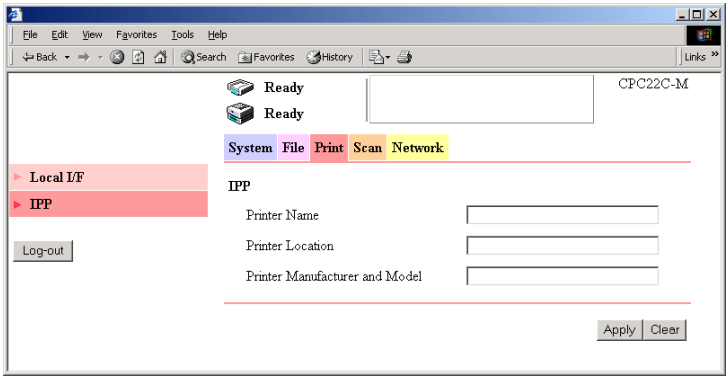
4 Specify settings for the following.

- Printer URI: The URL of the printer that can be used for IPP printing is displayed.
- Enable IPP: Set whether to perform IPP printing. Select “Enable” here.
- Accept IPP Jobs: Set whether to use the IPP reception function.
- Operation Supported: Specify print operations supported by IPP.

Then, on the “Print” tab of Printer Management Utility, specify the settings for IPP printing.

Setting procedure

1 In Administrator mode, click **IPP** in the menu on the “Print” tab.



2 Specify settings for the following.

- Printer Name: Specify the printer name (up to 127 alphanumeric characters).
- Printer Location: Specify the printer location (up to 127 alphanumeric characters).
- Printer Manufacturer and Model: Specify the printer manufacturer details (up to 127 alphanumeric characters).

6.6.2 Installing the Printer Driver

For IPP printing, reinstall the printer driver.

Installation procedure

1. Load the supplied CD-ROM into the computer's CD-ROM drive.
2. For Windows 2000, click the [Start] button, point to "Settings", and then click "Printers".
   For Windows XP/Server 2003, click the [Start] button, and then click "Printers and Faxes".
3. For Windows 2000/Server 2003, double-click "Add Printer".
   For Windows XP, click **Add a printer** on the **Printer Tasks** menu.

   The Add Printer Wizard starts up.
4. Click the [Next] button.
5. In the Local or Network Printer dialog box, select **Network printer**, and then click the [Next] button.
6. In the Locate Your Printer dialog box, select **Connect to a printer on the Internet or on your intranet**.
7. In the **URL** field, enter the URL for this machine in the following format, and then click the [Next] button.
   - http://*<IP_address_for_the_copier>*/ipp
     Example: If the IP address for this machine is 192.168.0.10
     http://192.168.0.10/ipp
8. When the confirmation dialog box appears, click the [OK] button.
9. Click the [Have Disk] button.
10. Click the [Browse] button, specify the directory on the CD-ROM that contains the printer driver (\Driver\English\Printer\Win2KXP), and then click the [OK] button.

11 Check that “CPC 22C-M PCL5c” is displayed in the **Printers** list, and then click the [Next] button.

12 Select whether to set the printer as the default printer, and then click the [Next] button.

13 Click the [Finish] button to exit the Add Printer Wizard.

Once the settings for the printer have been specified, you can use the printer in the same way as a default local printer. Also, if you set up the printer for sharing in Windows, it can be used as a network printer by other Windows computers over the network.

6.7 Setting Up a Print Service in NetWare

The printer controller supports the following environments.

Network Printing in a NetWare Environment

NetWare Version	Protocol Used	Emulation	Service Mode
NetWare 4.x	IPX	NDS/Bindery	PServer/NPrinter
NetWare 5.x/6	IPX	NDS	PServer
	TCP/IP	NDPS(lpr)	

6.7.1 For Remote Printer Mode With NetWare 4.x Bindery Emulation

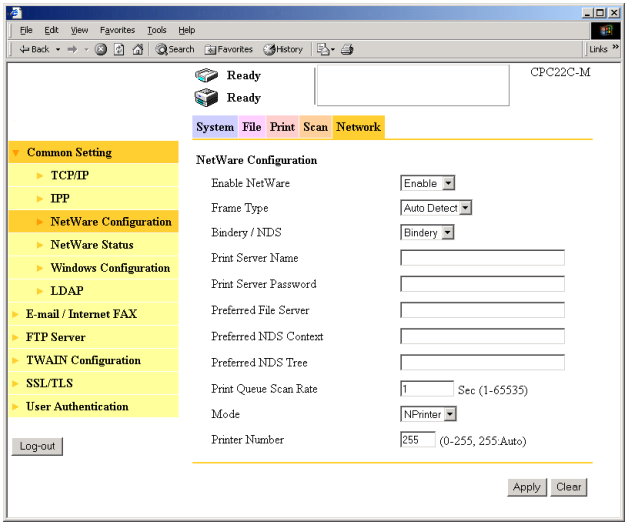
Note
Before using bindery emulation, check that bindery emulation is compatible with the NetWare Server.

Setting procedure

1. From a client computer, log on with Supervisor permissions to access the NetWare server where the PServer is registered.
2. Start up Pconsole.
3. From the **Available Options** list, select “Quick Setup”, and then click the [Enter] button.
4. Enter the appropriate names in the **Print server**, **New printer**, **New print queue** and **Print queue volume** fields, select **Other/Unknown** from the **Printer type** field, and then save the specified settings.
5. Click the [Esc] button to quit Pconsole.
6. Use the NetWare Server console to load PSERVER.NLM.

Note
For the queue user privileges, printer notification option, assignment of multiple queues, and passwords, refer to the NetWare documentation, and specify settings as necessary.

7 In Administrator mode of Printer Management Utility, from the "Network" tab, select **Common Setting** – **NetWare Configuration**, and then specify the following settings for the printer controller.



- ❍ Enable NetWare: Select "Enable".
- ❍ Frame Type: Select "Auto Detect". (Select the frame type according to the network environment.)
- ❍ Bindery/NDS: Select "Bindery".
- ❍ Print Server Name: Print server name created in step 4
- ❍ Preferred File Server: Name of the file server running PServer
- ❍ Print Queue Scan Rate: 1 (Change as necessary.)
- ❍ Mode: NPrinter

8 Restart this machine (turn it off, then on again).

9 Use the NetWare Server console to display the print server screen, and then check that the created printer is shown as "Waiting for Job" for the connected printer (0).

6.7.2 For Print Server Mode With NetWare 4.x Bindery Emulation

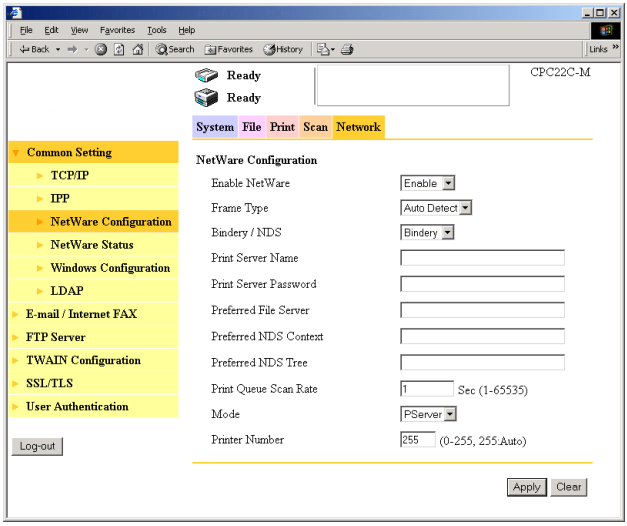
Note

Before using bindery emulation, check that bindery emulation is compatible with the NetWare Server.

Setting procedure

1. From a client computer, log on with Supervisor permissions to access the NetWare server where the PServer is registered.
2. Start up Pconsole.
3. From the **Available Options** list, select “Quick Setup”, and then click the [Enter] button.
4. Enter the appropriate names in the **Print server**, **New printer**, **New print queue** and **Print queue volume** fields, select **Other/Unknown** from the **Printer type** field, and then save the specified settings.
5. Click the [Esc] button to quit Pconsole.

6 In Administrator mode of Printer Management Utility, from the "Network" tab, select **Common Setting** – **NetWare Configuration**, and then specify the following settings for the printer controller.



- Enable NetWare: Select "Enable".
- Frame Type: Select "Auto Detect". (Select the frame type according to the network environment.)
- Bindery/NDS: Select "Bindery".
- Print Server Name: Print server name created in step 4
- Print Server Password: Specify only when setting from the NetWare Server.
- Preferred File Server: Name of the file server that connects to PServer
- Print Queue Scan Rate: 1 (Change as necessary.)
- Mode: PServer

7 Restart this machine (turn it off, then on again).

8 Use the NetWare Server console to load MONITOR.NLM.

9 Select the connection information and, in the active connection column, check that the created PServer is connected.

6.7.3 For NetWare 4.x Remote Printer Mode (NDS)

Setting procedure

1 Log on to NetWare as an administrator from a client computer.

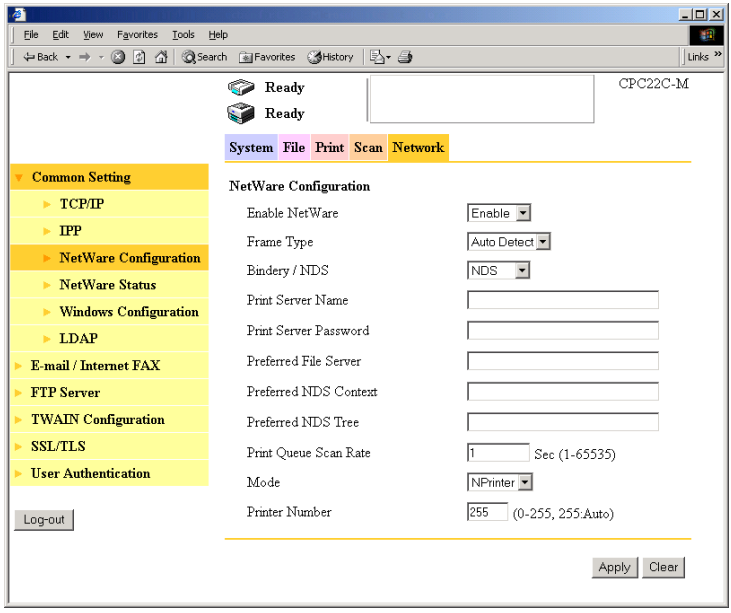
2 Start up NWadmin.

3 Select either the organization or organizational unit container that offers the print service, and then click “Print Services Quick Setup” on the “Tools” menu.

4 Enter the appropriate names in the **Print Server name**, **Printer Name**, **Print Queue Name**, and **Print Queue Volume** fields, select **Other/Unknown** from the **Printer Type** field, and then save the settings.

Note
For settings for the queue user rights, printer notification option, assignment of multiple queues, and password items, refer to the NetWare documentation, and then specify settings as necessary.

5 In Administrator mode of Printer Management Utility, click **NetWare Configuration** in the sub-menu that appeared after clicking **Common Setting** on the "Network" tab, and then specify the settings for this machine.



- Enable NetWare: Select "Enable".
- Frame Type: Select "Auto Detect". (Selects the frame type according to the network environment.)
- Bindery/NDS: Select "NDS".
- Print Server Name:
  Print server name created in step 4
- Print Server Password:
  Set only if set on the NetWare Server.
- Preferred NDS Context:
  Name of the tree node that PServer loads
- Preferred NDS Tree:
  Enter "1". (Change as necessary.)
- Mode: Select "NPrinter".
- Printer Number: 255
  (Set the number assigned to the printer (0 to 254) or 255.)

6 To apply the settings, restart this machine (turn it off, then on again).

7 Use the NetWare Server console to load PSERVER.NLM.

8 Use the NetWare Server console to display the print server screen, and check that “CPC22C-M” (created printer) is shown as “Waiting for Job” for the connected printer (0).

6.7.4 For NetWare 4.x/5.x/6 Print Server Mode (NDS)

Note

To use the Print Server mode, IPX protocol must be loaded on the NetWare server.

Setting procedure

1 Log on to NetWare as an administrator from a client computer.

2 Start up NWadmin.

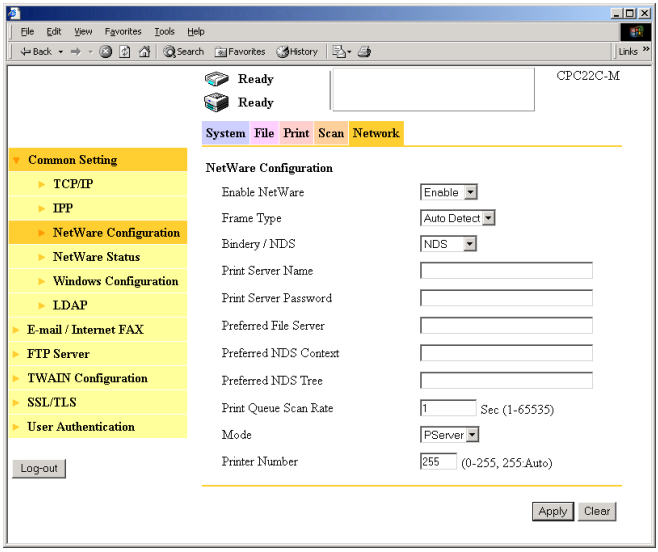
3 Select either the organization or organizational unit container that offers the print service, and then click “Print Services Quick Setup (non-NDPS)” on the “Tools” menu.

4 Enter the appropriate names in the **Print Server name**, **Printer Name**, **Print Queue Name**, and **Print Queue Volume** fields, select **Other/Unknown** from the **Printer Type** field, and then click the [Create] button.

Note

For settings for the queue user rights, printer notification option, assignment of multiple queues, and password items, refer to the NetWare documentation, and set them as necessary.

5 In Administration mode of Printer Management Utility, click **NetWare Configuration** in the sub-menu that appeared after clicking **Common Setting** on the "Network" tab, and then specify the settings for this machine.



- Enable NetWare: Select "Enable".
- Frame Type: Select "Auto Detect". (Selects the frame type according to the network environment.)
- Bindery/NDS: Select "NDS".
- Print Server Name: Print server name created in step 4
- Print Server Password: Set only if set on the NetWare Server.
- Preferred NDS Context: Name of context node connecting the PServer
- Preferred NDS Tree: Name of the tree to which PServer logs on
- Print Queue Scan Rate: Enter "1". (Change as necessary.)
- Mode: Select "PServer".

6 To apply the settings, restart this machine (turn it off, then on again).

7 Use the NetWare Server console to load MONITOR.NLM.

8 Select the connection information, and in the active connection column, check that the PServer that you created is connected.

6.7.5 For NetWare 5.x/6 Novell Distributed Print Services (NDPS)

Note

Before specifying settings for NDPS, check that the NDPS broker and NDPS manager have been created and loaded.

Also, before performing the following procedure, check that the TCP/IP protocol has been set in the NetWare server, and check that the IP address has been set for this machine and that this machine is on.

Creating an NDPS printer agent

1. Log on to NetWare as an administrator from a client computer.
2. Start up NWadmin.
3. Right-click the organization or organizational unit container where you will create the printer agent, and then click “NDPS Printer” on the “Create” sub-menu.
4. In the **NDPS Printer Name** box, enter the printer name.
5. In the **Printer Agent Source** column, select **Create a New Printer Agent**, and then click the [Create] button.
6. Check the printer agent name, and then in the **NDPS Manager Name** box, browse through the NDPS manager names, and register one.
7. In **Gateway Types**, select **Novell Printer Gateway**, and then register it.
8. In the “Configure Novell PDS for Printer Agent” window, select “(None)” for the printer type, and “Novell Port Handler” for the port handler type, and then register the settings.
9. In **Connection type**, select **Remote (LPR on IP)**, and then register it.
10. Enter the IP address set for this machine as the host address, enter “Print” as the printer name, and then click [Finish] to register the settings.
11. The printer driver registration screen appears. Select “None” for each OS to complete the registration.

Note

For settings for the queue user rights, printer notification option, assignment of multiple queues, and password items, refer to the NetWare documentation, and set them as necessary.

6.7.6 Setting Up a Client (Windows) Settings When Using the NetWare Server

Setting procedure

1. For Windows 98/Me/2000/NT 4.0, click the [Start] button, point to "Settings", and then click "Printers".
   For Windows XP/Server 2003, click the [Start] button, and then click "Printers and Faxes".

2. For Windows 98/Me/2000/NT 4.0/Server 2003, double-click "Add printer".
   For Windows XP, click **Add a printer** on the **Printer Tasks** menu.

   The Add Printer Wizard starts up.

3. In the port settings, browse the network, and specify the name of the created queue (or NDPS printer name).

4. In the **Printer Model** list, specify the directory on the CD-ROM that contains the printer driver for the environment to be used.
   - For Windows 98: (CD-ROM)\Driver\English\Printer\Win9xME
   - For Windows Me: (CD-ROM)\Driver\English\Printer\Win9xME
   - For Windows 2000: (CD-ROM)\Driver\English\Printer\Win2KXP
   - For Windows XP: (CD-ROM)\Driver\English\Printer\Win2KXP
   - For Windows NT 4.0: (CD-ROM)\Driver\English\Printer\WinNT40
   - For Windows Server 2003: (CD-ROM)\Driver\English\Printer\Win2KXP

5. Follow the on-screen instructions to complete the installation.

6.8 Checking Printer Driver Operation After Installation

6.8.1 Test Printing From the Computer

Print a test page to check that the printer driver has been properly installed.

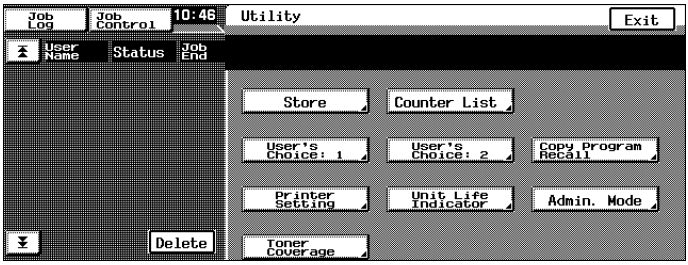
Test printing procedure

1. For Windows 98/Me/2000/NT 4.0, click the [Start] button, point to “Settings”, and then click “Printers”.
   For Windows XP/Server 2003, click the [Start] button, and then click “Printers and Faxes”.
2. Right-click the icon for the installed printer, and then click “Properties”.
3. In the dialog box that appeared, click the [Print Test] button or the [Print Test Page] button.

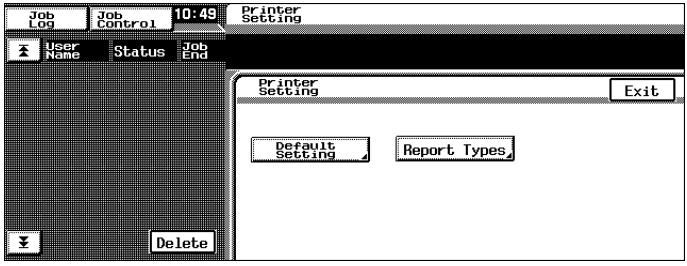
7 Specifying Printer Settings From the Control Panel

7.1 “Printer Setting” Screen in Utility Mode

After pressing the [Utility] key on this machine’s control panel, the following screen appears.

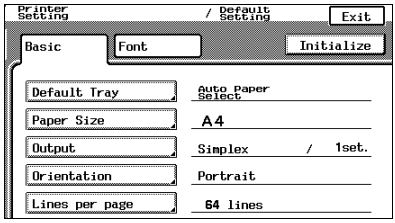


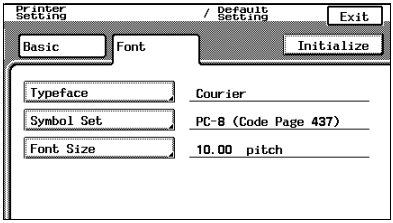
Select [Printer Setting] to specify default settings and output reports.



7.1.1 “Default Setting” Screen

After touching [Default Setting], the following screens appear.





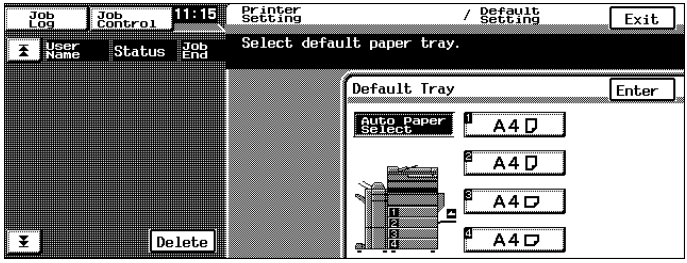
“Basic” tab

From the “Basic” tab, general default settings concerning the printer can be specified.

If a print job is sent with not all settings specified, printing will be performed with the settings specified here.

Default Tray

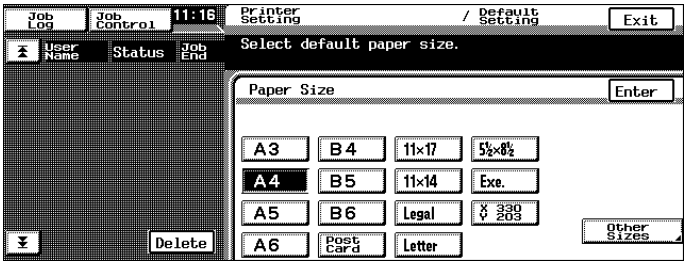
If this machine receives a print job where the paper source is not specified, the paper source specified here will be used.



➔ Select the desired paper drawer, and then touch [Enter].

Paper Size

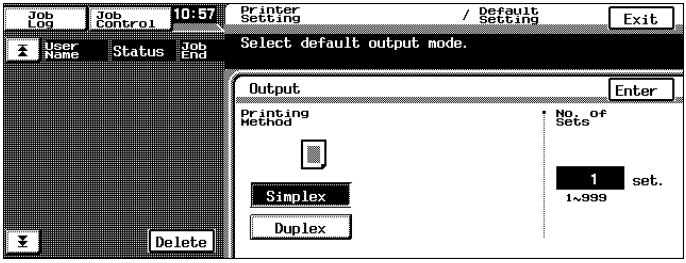
If this machine receives a print job where the paper size is not specified, the paper size specified here will be used.



➔ Select the desired paper size, and then touch [Enter].

Output

If this machine receives a print job where double-sided printing or the number of copies are not specified, the settings specified here will be used.



1 Touch [Simplex] or [Duplex].

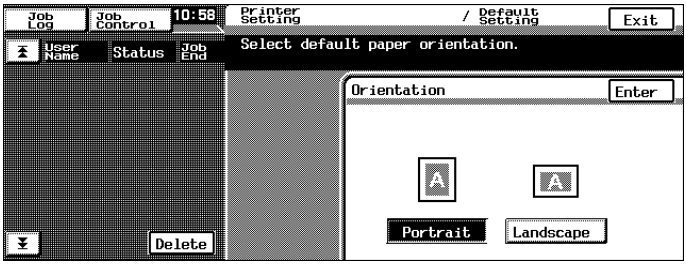
If “Duplex” is selected, specify the binding method.

2 To change the number of copies, press the [C] (clear) key, and then use the keypad to specify the number of copies.

3 Touch [Enter].

Orientation

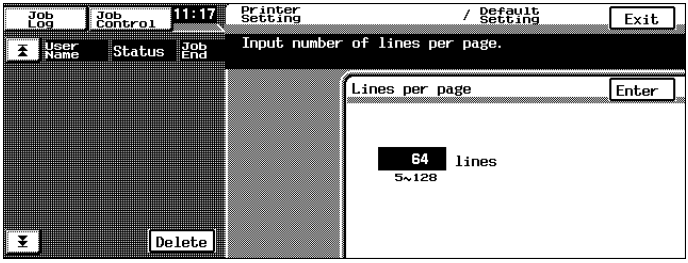
If this machine receives a print job where the image orientation is not specified, the image orientation specified here will be used.



➔ Touch [Portrait] or [Landscape], and then touch [Enter].

Lines per page

Specify the default number of lines per page.



1 Press the [C] (clear) key, and then use the keypad to specify the number of lines (between 5 and 128 lines).

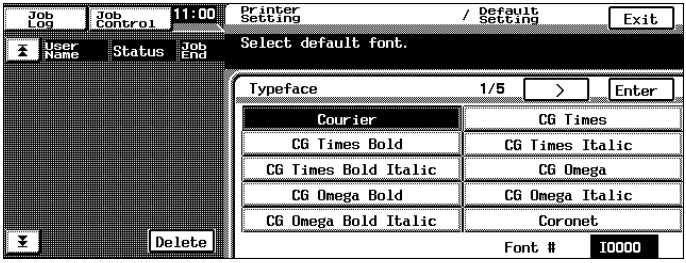
2 Touch [Enter].

“Font” tab

From the “Font” tab, default settings concerning the font can be specified.

Typeface

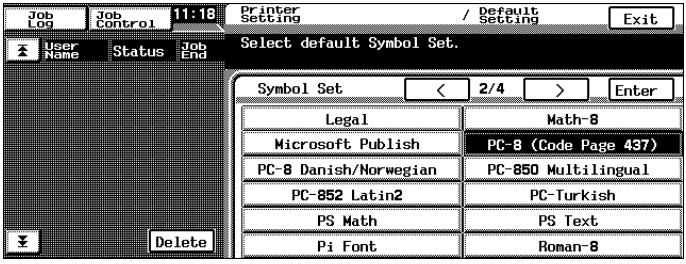
Specify the default font.



➜ Select the desired font, and then touch [Enter].

Symbol Set

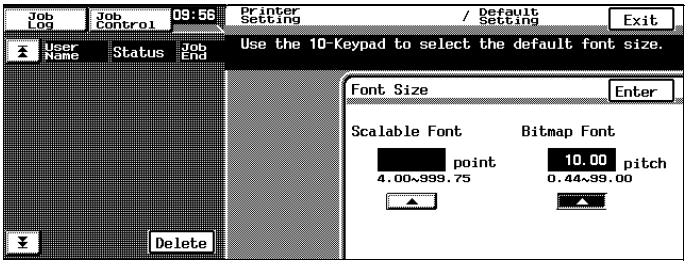
Specify the default symbol set.



➜ Select the desired symbol set, and then touch [Enter].

Font Size

Specify the default font size.



1 To specify a scalable font size, touch the key below “Scalable Font”, press the [C] (clear) key, and then use the keypad to specify the font size (between 4.00 and 999.75).

2 To specify a bitmap font size, touch the key below “Bitmap Font”, press the [C] (clear) key, and then use the keypad to specify the font size (between 0.44 and 99.00).

3 Touch [Enter].

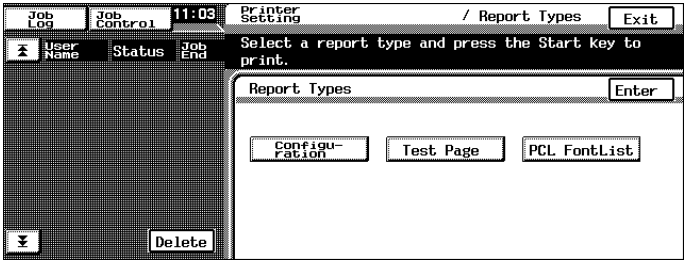
Initialize

To reset the printer settings to their defaults, touch [Initialize].

7.1.2 “Report Types” Screen

From this screen, configuration information for this machine and a test page can be printed.

After touching [Report Types], the following screen appears.



Operating procedure

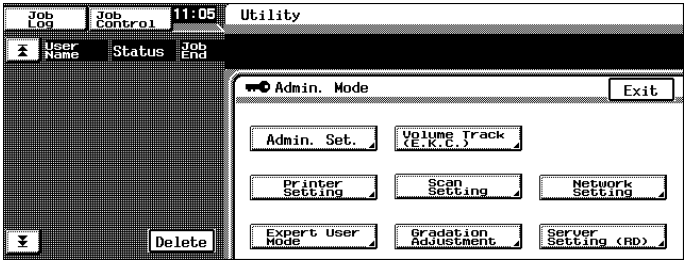
1 Select the report that you wish to print.

2 Press the [Start] key in this machine’s control panel.

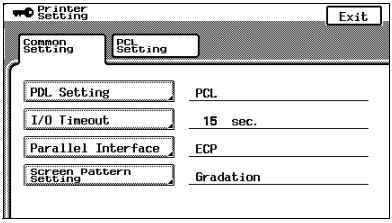
The selected report is printed.

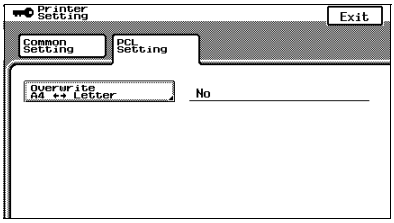
7.2 “Printer Setting” Screen in Administrator Mode

After pressing the [Utility] key on this machine’s control panel, touching [Admin. Mode], then entering the administrator access code, the following screen appears.



After touching [Printer Setting], the following screens appear.





“Common Setting” tab

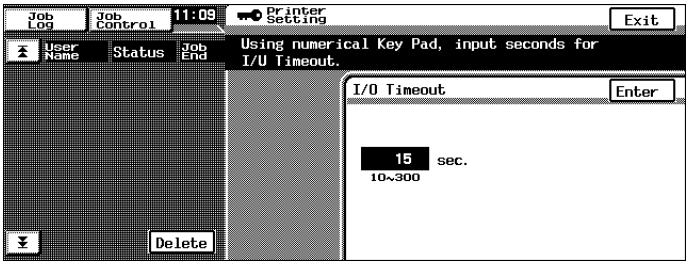
From the “Common Setting” tab, various settings concerning the printer can be specified.

PDL Setting

If the printer language only supports PCL, this key is not available.

I/O Timeout

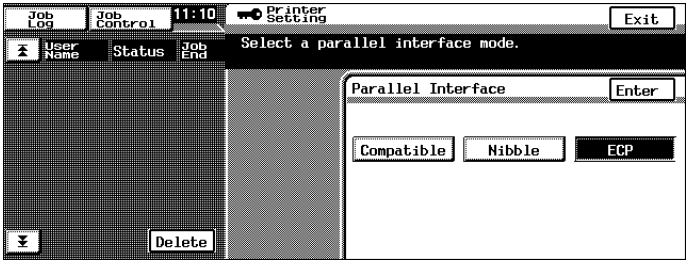
The transmission timeout can be specified.



➜ Use the keypad to specify the length of time (in seconds) until a connection times out (between 10 and 300 seconds), and then touch [Enter].

Parallel Interface

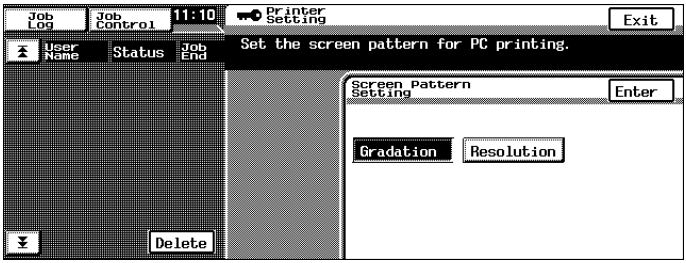
The mode for using a parallel interface can be specified.



➜ Select the parallel interface mode, and then touch [Enter].

Screen Pattern Setting

The screen pattern setting for printing from a computer can be specified.



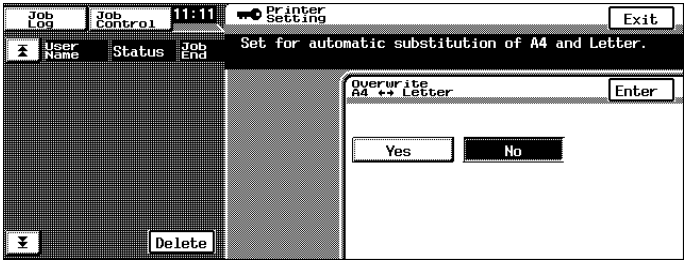
➔ Touch [Gradation] or [Resolution], and then touch [Enter].

"PCL Setting" tab

From the "PCL Setting" tab, settings concerning PCL can be specified.

Overwrite A4 ← → Letter

If Letter (or A4) size is selected, but paper of the specified size is not loaded, printing can continue with A4 (or Letter) size paper.



➔ Touch [Yes] or [No], and then touch [Enter].

8 Using the Scan Functions

This chapter describes the setup and operating procedures of the scan functions.

This machine's control panel or Printer Management Utility is used to set up the scan functions. For details on the startup procedure of Printer Management Utility and the procedure for logging in to Administrator mode, refer to "12 Using Printer Management Utility".

8.1 Overview

The following types of scan functions are available on this machine. Use the appropriate type that matches your network environment and application.

Scan to E-mail	Sends scanned data as an attachment to an e-mail. Refer to *"Scan to E-mail" on page 8-5* and *"Performing Scan to E-Mail Operations" on page 8-40*.
Scan to FTP Server	Sends scanned data to an FTP server. Refer to *"Scan to FTP Server" on page 8-6* and *"Performing Scan to FTP Server Operations" on page 8-46*.
Scan to PC	Sends scanned data to a computer using FTP. Refer to *"Scan to PC" on page 8-7* and *"Performing Scan to PC Operations" on page 8-53*.
Scan to HDD	Sends scanned data to the optional hard disk. Refer to *"Scan to HDD" on page 8-8* and *"Performing Scan to HDD Operations" on page 8-55*.
Internet FAX	Attaches the scanned data to an e-mail and sends it to a device that supports Internet faxing. In addition, received image data can be printed. Refer to *"Scan to Internet FAX" on page 8-9*, *"Internet FAX Reception" on page 8-10*, *"Performing Scan to Internet FAX Operations" on page 8-64*, and *"Performing Internet FAX Reception Operations" on page 8-72*.

8.1.1 Environment Required for the Scan Functions

The following environment is required to send image data (send and receive for Internet faxing) using the scan functions.

Note

All scan functions can only be used under a TCP/IP network environment.

	Environment Required to Send Image Data	Environment Required to Receive Image Data	Other Limitations
Scan to E-mail	Mail server (on the network)	Mail client computer	A maximum file size may be specified on the mail server.
Scan to FTP server	FTP server (on the network)	FTP client computer	
Scan to PC	FTP server application (on the receiving computer)	Client computer	
Scan to HDD	Optional hard disk (installed into this machine)	Web browser or BOX Utility	
Scan to Internet FAX	Mail server (on the network)		The destination must have a device that can receive Internet faxes. A maximum file size may be specified on the mail server.
Internet FAX reception		Mail server	

8.1.2 Supported File Formats

You can select TIFF, PDF, or JPEG for the scan data file format.

The transmission file is created according to the specified file format. One of the extensions below is attached to the file name according to the specified file format.
.pdf for the PDF format, .jpg for the JPEG format, or .tif for the TIFF format

Note
Depending on the specified Color Mode setting, some file formats cannot be selected (Refer to "Scan Mode Screen" on page 8-14).

	PDF	TIFF	JPEG
Full Color	❍	X	❍
Gray Scale	❍	X	❍
Black	❍	❍	X

Note
The file format cannot be selected with the Scan to Internet FAX operation. With this operation, the data is sent in the TIFF format ("Black" Color Mode setting, 200 × 200 dpi).

If multiple pages of a document are scanned when the JPEG format is selected, data is sent one page at a time.
Example: If 10 pages are scanned, 10 JPEG files are sent.

8.1.3 File Name

The file name of the image data is automatically assigned by the printer controller.

The file name is assigned in the following format.

<device_name><date/time><automatic_number>.<extension>

Memo

If the e-mail message is divided for transmission, the pages that are included in the attached files are used as a portion of the file names. For example, if a ten-page document is divided into two files and the files include pages 1 through 7 and pages 8 through 10, the two file names are assigned as follows:

<device_name><date/time><automatic_number>P.1-7.<extension>
<device_name><date/time><automatic_number>P.8-10.<extension>

Setting the device name

1 Start up Printer Management Utility.

2 Enter the administrator access code, and log in to Administrator mode.

3 On the “Scan” tab, click **Scan** in the menu.

4 The name entered in the **Device Name** box becomes the *<device_name>* portion of the file name.

Note

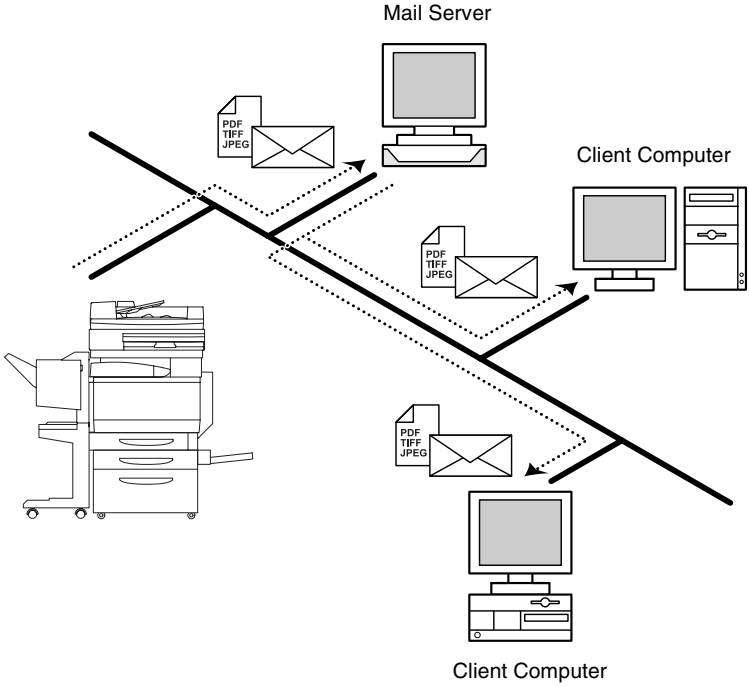
*The first nine characters of the name entered in the **Device Name** box are used for the <device_name> portion of the file name.*

8.1.4 Scan to E-mail

Sends the image data scanned on this machine as an attached file to an e-mail address.

Suitable for sending low-resolution data.

Requires a network environment with a mail server.



For the setup and operating procedures, refer to *"Performing Scan to E-Mail Operations" on page 8-40*.

8.1.5 Scan to FTP Server

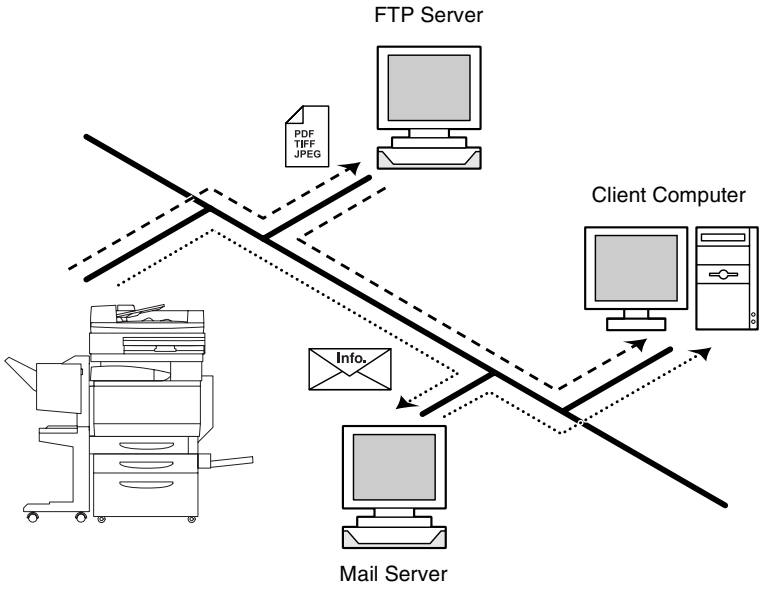
Sends the image data scanned on this machine to a specified folder on the FTP server.

Suitable for sending high-resolution data.

Requires a network environment with an FTP server.

Allows you to select whether to use the e-mail notification function, which sends an e-mail message containing information indicating the storage location of the image data (refer to *"URL Notification Using E-mail" on page 8-23*). (A mail server is required for using the e-mail notification function.)

Possible to access FTP servers on the Internet via a proxy server. (In such case, a proxy server is required.)

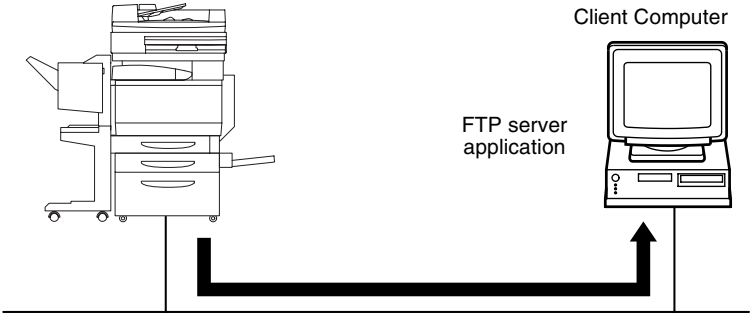


For the setup and operating procedures, refer to *"Performing Scan to FTP Server Operations" on page 8-46*.

8.1.6 Scan to PC

Sends the image data scanned on this machine directly to a computer using FTP.

Requires an FTP server application on the computer and the application must be running when receiving the image data.



For the setup and operating procedures, refer to *"Performing Scan to PC Operations" on page 8-53*.

8.1.7 Scan to HDD

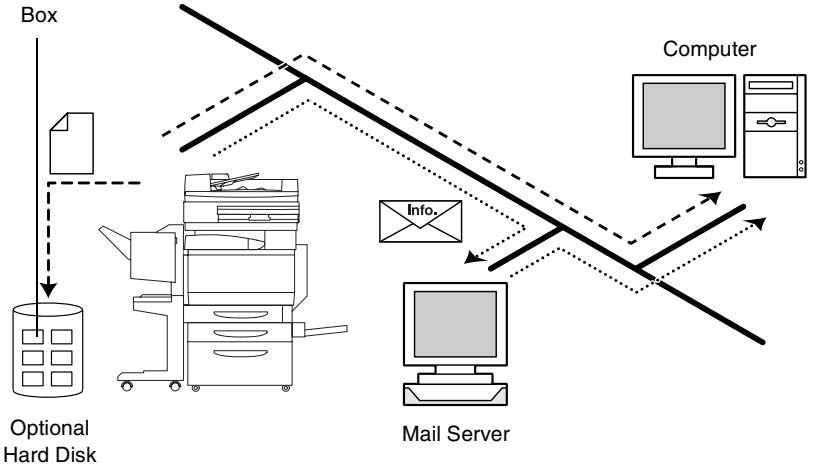
Sends the image data scanned on this machine to a specified folder (box) on the hard disk installed in this machine.

Suitable for sending high-resolution data.

Allows you to select whether to use the e-mail notification function, which sends an e-mail message containing information indicating the storage location of the image data (refer to *"URL Notification Using E-mail" on page 8-23*). (A mail server is required for using the e-mail notification function.)

Note

To use this scan function, an optional hard disk must be installed in this machine.



For the setup and operating procedures, refer to *"Performing Scan to HDD Operations" on page 8-55*.

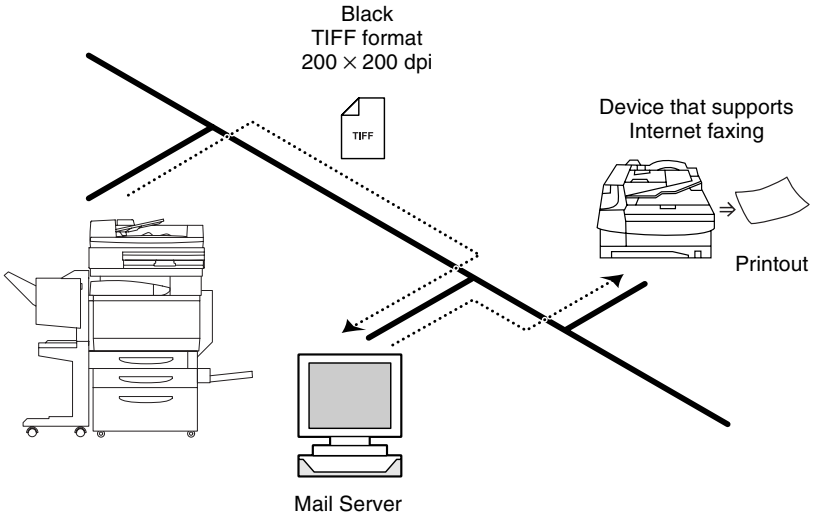
8.1.8 Scan to Internet FAX

Attaches the image data scanned on this machine to an e-mail and sends it to a device that supports Internet faxing.

The image data is sent with the “Black” Color Mode setting in the TIFF format at 200 × 200 dpi.

Memo

Before sending document data using Internet faxing, check in advance whether the receiving side is capable of receiving Internet faxes.



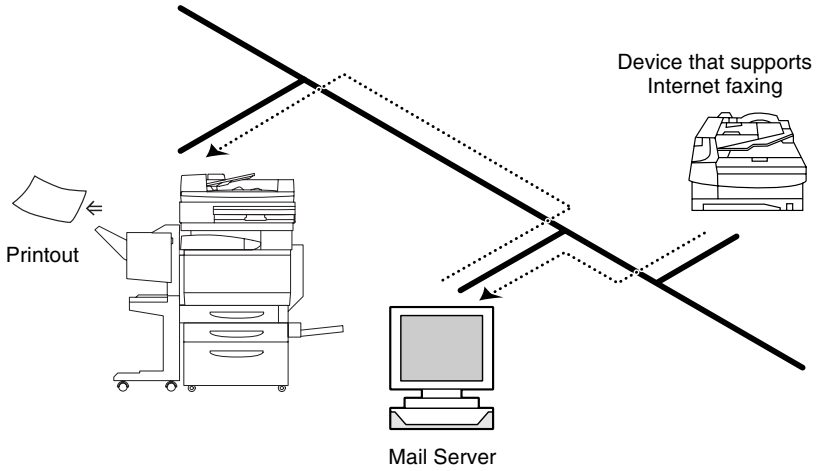
For the setup and operating procedures, refer to *“Performing Scan to Internet FAX Operations” on page 8-64*.

8.1.9 Internet FAX Reception

Receives e-mails sent from a device that supports Internet faxing and prints out the data.

The following image data can be received.

- "Black" Color Mode setting, TIFF format, 200 × 200 dpi/200 × 100 dpi



For the setup and operating procedures, refer to *"Performing Internet FAX Reception Operations" on page 8-72*.

8.2 Basic Setup of the Scan Functions

Using Printer Management Utility or this machine's control panel, enter the basic settings for the scan functions.

Memo

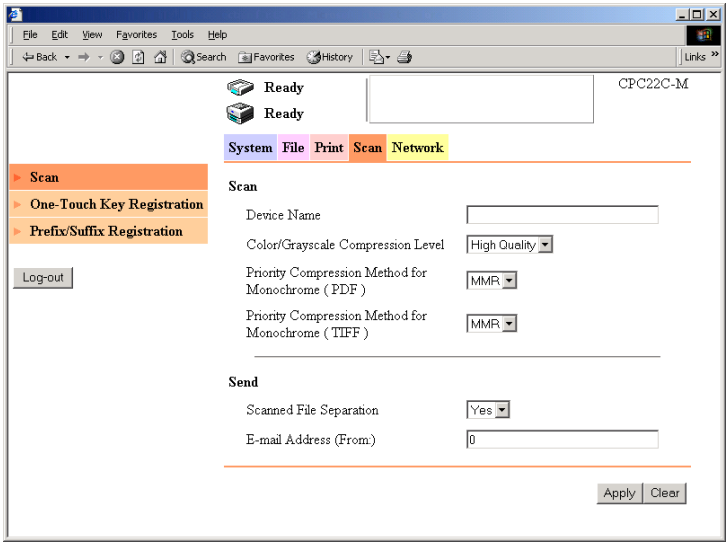
For details on the startup procedure for Printer Management Utility and the procedure for logging in to Administrator mode, refer to "12 Using Printer Management Utility".

Using Printer Management Utility

1 Start up Printer Management Utility.

2 Enter the administrator access code, and log in to Administrator mode.

3 On the "Scan" tab, click **Scan** in the menu.



4 Specify settings for the following.

Scan	
Device Name	Enter the device name of this machine (up to 36 characters). The name entered here is the character string that is attached to the front of the image file name that is created by the scan function. Refer to *"File Name" on page 8-4*.

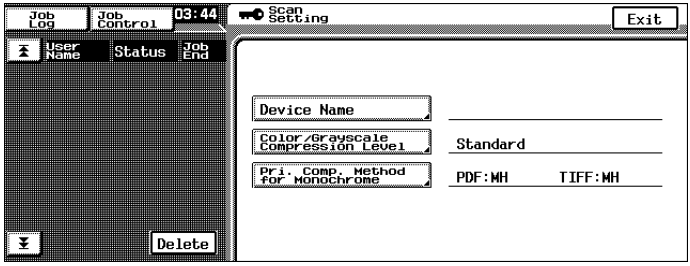
Color/Grayscale Compression Level	Set the image compression mode to high resolution, standard, or low resolution.
Priority Compression Method for Monochrome (PDF)	Set the priority compression method of PDF files to MH or MMR.
Priority Compression Method for Monochrome (TIFF)	Set the priority compression method of TIFF files to MH or MMR.
Send	
Scanned File Separation	Set the division method (in units of pages) when the maximum size is exceeded for Scan to E-mail and Scan to Internet FAX operations. For e-mail transmission, refer to *"Binary Division and Scanned File Separation" on page 8-43*. For Scan to Internet FAX, refer to *"Binary Division and Scanned File Separation" on page 8-68*.
E-mail Address (From:)	Specify the sender's e-mail address (From address) that is used for e-mail messages sent from this machine. This is the sender's e-mail address that appears for Scan to E-mail and Scan to Internet FAX operations, and for URL notification by e-mail. For e-mail transmission, refer to *"Error Notification" on page 8-45*. For Scan to Internet FAX, refer to *"Error Notification" on page 8-71*. For URL notification by e-mail, refer to *"URL Notification Using E-mail" on page 8-23*.

Using this machine's control panel

Settings for the "Device Name", "Color/Grayscale Compression Level", and "Pri. Comp. Method for Monochrome" parameters can also be set from this machine's control panel.

1 On this machine's control panel, press the [Utility] key, touch [Admin. Mode], and then enter the administrator access code.

2 Touch [Scan Setting].



3 Specify settings for the "Device Name", "Color/Grayscale Compression Level", and "Pri. Comp. Method for Monochrome" parameters.

8.3 Settings for Scanning

When sending image data using a scan function, the following parameters can be entered from this machine's control panel.

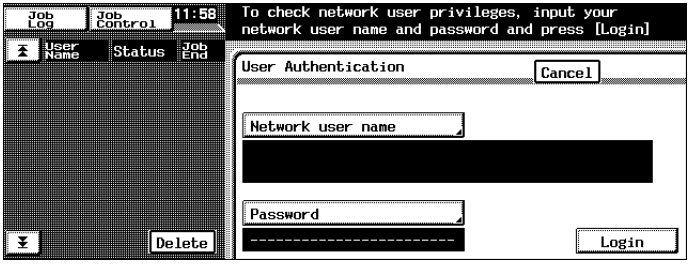
Displaying the setup screen

1 On this machine's control panel, press the [Scan] key.

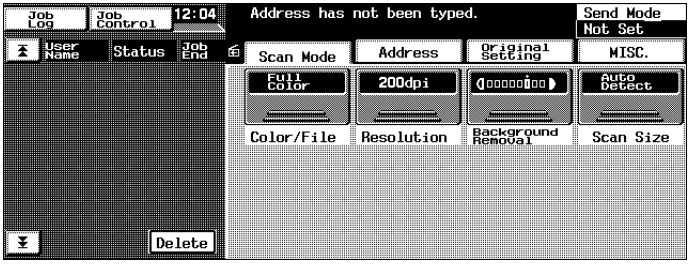
2 If network user authentication is enabled, a login screen appears. In this case, enter the network user name and password, and then touch [Login].

Memo

For details on specifying settings for network user authentication, refer to "User Authentication" on page 12-71.



3 Touch the button for the desired screen ([Scan Mode], [Address], [Original Setting], and [MISC.]).



8.3.1 Scan Mode Screen

You can specify settings for scanning the image data.

Color/File

Specify the color mode and compression method.

Available settings

- Color Mode: “Auto Color”, “Full Color”, “Gray Scale”, or “Black”
- File Format: “PDF”, “TIFF”, or “JPEG”

Memo

With the Scan to Internet FAX operation, the settings are fixed to “Black” and “TIFF”.

When “Auto Color” or “Full Color” is selected, the file format cannot be set to “TIFF”.

When “Black” is selected, the file format cannot be set to “JPEG”.

Resolution

Specify the scan resolution.

Settings: 200 dpi, 300 dpi, 400 dpi, or 600 dpi

Memo

With the Scan to Internet FAX operation, the resolution is set to 200 dpi.

Background Removal

Enter the background removal settings for the scanned document.

Settings: “Auto” or manual (-5 (maximum removal) to +2 (minimum removal): 8 levels)

Scan Size

Specify the scan size of the document.
You can also specify an arbitrary size (in unit of mm).

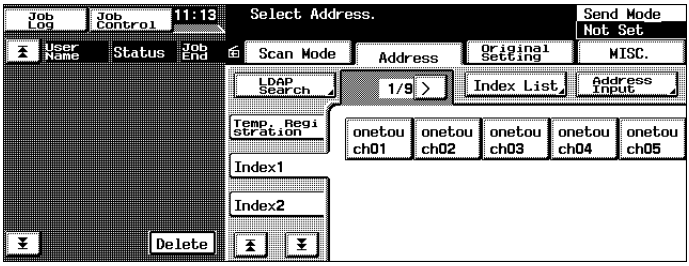
In addition, you can also specify the position and width settings for the “Edge/Frame Erase” function.

Memo

Select “A4”, “B4”, or “A3” for Scan to Internet FAX.

8.3.2 Address Screen

You can specify the transmission destination of the image data.



Index List

Touch [Index List] to display [Temp. Registration] and a list of index keys.

Temp. Registration key

Touch [Temp. Registration] on the left side of the screen above or from the index list touch [Temp. Registration] and then touch [Enter] to display keys that were specified as temporary registration keys. The temporary registration key is automatically cleared when this machine is turned off.

For the registration procedure, refer to *"Temporary Registration" on page 8-29* and *"Registering Recipient E-Mail Addresses Using LDAP Search" on page 8-33*.

One-touch key

Touch [▲▲] [▼▼] on the screen above to select an index or from the index list select an index and then touch [Enter] to display one-touch keys that are registered.

For the registration procedure, refer to *"One-Touch Key Registration" on page 8-25* and *"Registering Recipient E-Mail Addresses Using LDAP Search" on page 8-33*.

Address Input

With the Scan to E-mail or Scan to Internet FAX operation, you can directly enter the e-mail address where the image data is to be sent.

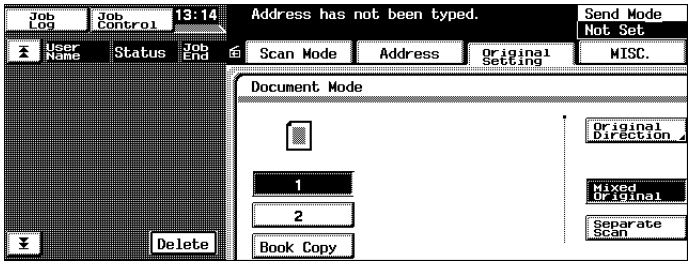
For the input procedure, refer to *"Setting the Destination" on page 8-45* (for Scan to E-mail) or *"Setting the Destination" on page 8-70* (for Scan to Internet FAX).

Memo

If the transmission method is the same, the destination can specified both by using one-touch keys or temporary registration keys and by inputting the address.

8.3.3 Original Setting Screen

You can specify the type of document to be scanned.



Document Mode

Specify the document scan mode.

Settings: "1", "2", or "Book Copy"

Memo

If "Book Copy" is selected, be sure to also specify the scan method. If "Book Open" is selected, the document is scanned as one image. If "Book Divide" is selected, the document is scanned as two images.

If "2" is selected, specify the position of the margin for duplex documents.
Settings: "Left Binding" or "Top Binding"

Original Direction

Specify the image orientation on the document.

Settings: Not selected (auto detection), Portrait document Wide/Tall, Landscape document Wide/Tall

Mixed Original

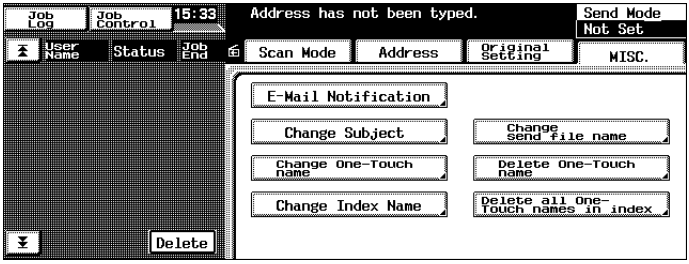
To scan documents of different sizes, touch [Mixed Original].

Separate Scan

If “Separate Scan” is selected, all data scanned before [Finish] in the machine’s control panel is touched is treated as a single job.

8.3.4 MISC. Screen

You can specify settings for the following parameters from the MISC. screen: E-mail Notification, Change Subject, Change One-Touch name, Change Index Name, Change send file name, Delete One-Touch name, and Delete all One-Touch names in index.



E-mail notification

When using Scan to FTP Server or Scan to HDD, the e-mail notification function can be used to send an e-mail notification containing information on the storage location (URL or box name) of the image data that was scanned. The image data is not attached to the e-mail. The recipient can refer to the information written in the e-mail message in order to access the storage location of the image data.

When transmitting image data by selecting a one-touch key (refer to *"One-Touch Key Registration" on page 8-25*) that has been registered for Scan to FTP Server or Scan to HDD operation and is assigned a notification address, an e-mail notification is transmitted.

If a notification address has not been assigned to the one-touch key, you can set the address with the "E-mail Notification" function on the MISC. screen.

1 Touch [E-mail Notification] on the MISC. screen in Scan mode.

2 Select the desired index (index number or [Temp. Registration]), and then touch the key for the desired notification address.

Note
The URL notification destination must be registered to a one-touch key.
Only one-touch keys that have e-mail addresses registered can be used to specify the destination.

For details, refer to *"URL Notification Using E-mail" on page 8-23*.

Changing the subject

You can change the subject of an e-mail only when the transmission method is Scan to E-mail or Scan to Internet FAX.

1 Touch [Change Subject] on the MISC. screen in Scan Mode.

2 Enter the subject (up to 64 characters) and then touch [Enter].

The subject for Scan to E-mail and Scan to Internet FAX is changed.

Changing a one-touch name

You can change the name of the registered one-touch keys.

1 Touch [Change One-Touch name] on the MISC. screen in Scan mode.

An index list is displayed.

2 Select the index containing the one-touch key that you wish to rename, and then touch [Enter].

3 Select the one-touch key that you wish to rename.

4 Change the one-touch key name (up to 12 characters), and then touch [Enter].

The name of the one-touch key is changed.

Changing an index name

You can change the name of an index.

1 Touch [Change Index Name] on the MISC. screen in Scan mode.

An index list is displayed.

2 Select the index containing the name that you wish to change, and then touch [Enter].

3 Change the index name (up to 10 characters), and then touch [Enter].

The name of the index is changed.

Changing the name of the transmission file

You can change the name of the file to be transmitted.

1 Touch [Change send file name] on the MISC. screen in Scan Mode.

2 Enter the file name (up to 21 characters) and then touch [Enter].

The name of the file to be transmitted is changed.

Deleting a one-touch name

You can delete one-touch keys that are registered.

1 Touch [Delete One-Touch name] on the MISC. screen in Scan mode.

An index list is displayed.

2 Select the index containing the one-touch key that you wish to delete, and then touch [Enter].

3 Select the one-touch key that you wish to delete, and then touch [Enter].

4 On the confirmation screen, touch [Yes], and then touch [Enter].

The one-touch key is deleted.

Deleting all one-touch names in an index

You can delete all one-touch keys in a specified index.

1 Touch [Delete all One-Touch names in index] on the MISC. screen in Scan mode.

An index list is displayed.

2 Select the index containing the data that you wish to delete entirely, and then touch [Enter].

3 On the confirmation screen, touch [Yes], and then touch [Enter].

All one-touch keys in the index are deleted.

8.3.5 Registering the Scan Mode Default Settings

You can customize the default settings for Scan mode.

Registration procedure

1 Press the [Scan] key on this machine's control panel to enter Scan mode.

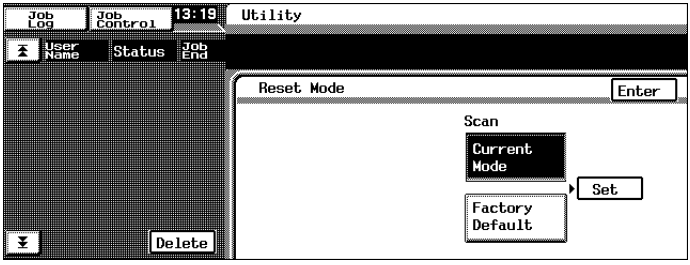
2 Set the default values in the Scan mode.

3 On this machine's control panel, press the [Utility] key.

4 Touch [Store].

5 Touch [Reset Mode].

6 Touch [Current Mode] in Scan mode.



7 Touch [Enter].

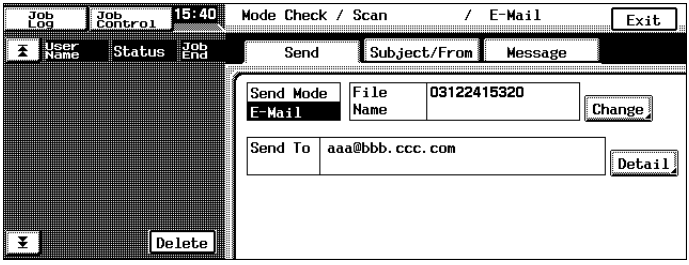
If you select "Factory Default" and touch [Enter], you can reset the default settings of Scan mode to the factory default settings.

8.4 Checking the Transmission Settings

You can check the transmission settings by pressing the [Mode Check] key on this machine's control panel.

Touch [Change] beside "File Name" to change the name of the transmission file. Enter the file name (up to 21 characters) and then touch [Enter].

When using Scan to E-mail or Scan to Internet FAX, three tabs are displayed, as shown below.



On the Send screen, you can check the file name and destination. Touch [Detail] to check the e-mail address of the destination. For Internet FAX, touch [Set], and then select a Reply-to address from the one-touch keys.

On the Subject/From screen, you can check the subject of the e-mail and the sender's address (From address).
Touch [Change] beside "Subject" to change the subject of the e-mail. Enter the subject (up to 64 characters) and then touch [Enter].

On the Message screen, you can check the contents of the e-mail.

8.5 URL Notification Using E-mail

URL notification using e-mail is a function used to send an e-mail notification containing information on the storage location of the image data that was created when the Scan to E-mail, Scan to FTP Server, or Scan to HDD operation was performed. The image data is not attached to the URL notification mail. The recipient of the URL notification mail can refer to the URL information in the e-mail in order to access the storage location of the image data.

Note

To send a URL notification by e-mail, a network environment with a mail server is required.

Memo

You may need to enter a user name and a password to access the FTP server or box on the hard disk.
The user name and password are not provided in the e-mail notification.
If you need additional information for access, check with your administrator.

A URL notification mail is sent for the following scan operations.

- When Scan to E-mail is used and the mail size exceeds the maximum allowed by "Maximum E-mail Size" (refer to *"Specifying Scan to E-mail Settings" on page 8-41*).
  In this case, the image data is saved to the hard disk installed in this machine, and a URL indicating the storage location is sent by e-mail.
- When the Scan to FTP Server operation is performed
- When the Scan to HDD operation is performed

Memo

If "Binary Division" (refer to "Specifying Scan to E-mail Settings" on page 8-41 and "Setting the E-mail Transmission" on page 8-66) is set to "Yes" when using Scan to E-mail and the mail upper limit specified by "Maximum E-mail Size" is exceeded, the e-mail is sent in segments. In this case, the URL notification mail is not sent.

The URL notification mail destination is an e-mail address registered to a one-touch key or temporary registration key. It is specified using the parameters below during one-touch key registration or temporary registration. For the setup procedure, refer to *"Registering Destinations in Advance" on page 8-25*.

- Scan to E-mail: Address (To:)
- Scan to FTP Server: URL Notification E-mail Address
- Scan to HDD: URL Notification E-mail Address

Setting the mail destination from this machine's control panel

When using Scan to FTP Server or Scan to HDD, the URL information is sent to the address registered for "URL Notification E-mail Address" in the specified one-touch key or temporary registration key. However, you can specify a mail destination separately from this machine's control panel.

Setup procedure

1 On this machine's control panel, press the [Scan] key.

2 On the Address screen, select the destination for which the transmission method is set to Scan to FTP Server or Scan to HDD.

3 Touch [E-mail Notification] on the MISC. screen.

4 Select the desired index (index number or [Temp. Registration]), and then touch the key for the desired notification address.

Note

The URL notification destination must be registered to the one-touch key.

Only one-touch keys that have e-mail addresses registered can be used to specify the destination.

8.6 Registering Destinations in Advance

When using a scan function, it is convenient if the transmission destinations are registered in advance from this machine's control panel.

Some of the items that you can register are different for one-touch keys and temporary registration keys. For Scan to E-mail, you can specify the destination and the destination e-mail address from the one-touch key registration screen. On the temporary registration screen, you can specify the destination, destination e-mail address, and the scan mode.

You can use the LDAP server search function and register the search result to one-touch keys and temporary keys from this machine's control panel. For the operating procedure, refer to *"Registering Recipient E-Mail Addresses Using LDAP Search" on page 8-33*.

8.6.1 One-Touch Key Registration

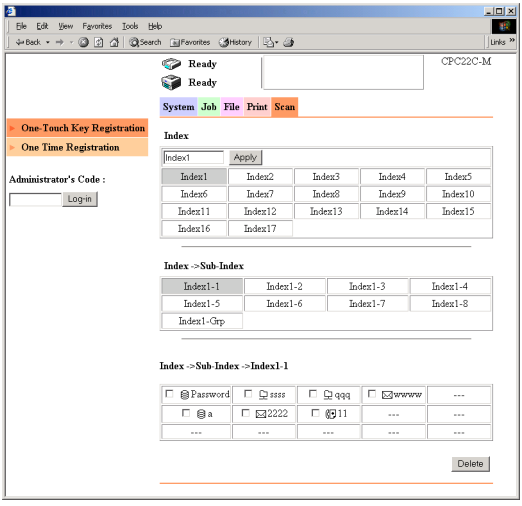
If the one-touch key is registered in advance, you can immediately recall the transmission destination. Since you do not have to enter the transmission destination for every transmission, it is convenient if you register destinations to which you frequently transmit image data.

Registration procedure

1 Start up Printer Management Utility.

2 On the "Scan" tab in User mode, click **One-Touch Key Registration** in the menu.

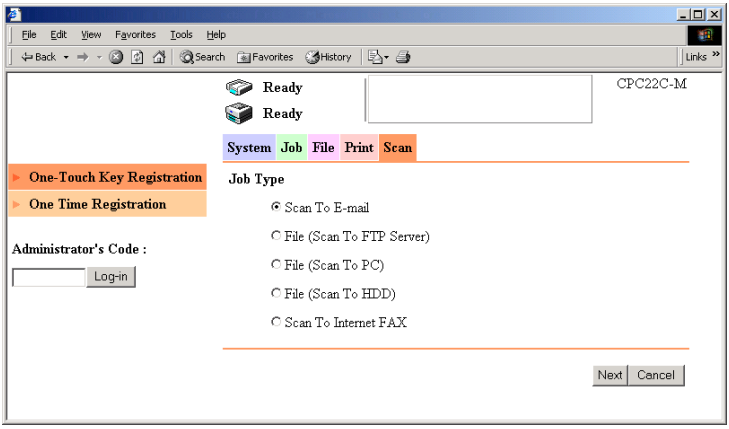
3 A list of registered one-touch keys appears. Select an index.



- Index: Displays the assigned index names. You can select an index and change its name.
- [Apply] button: Enters the index name change.
- Sub-Index: Displays the sub-indexes in the index. Select “Grp” (group) to register the destination in a group. You can register groups for Scan to E-mail and Scan to Internet FAX operations.
- Destination: Displays an icon indicating the transmission method for the one-touch key.
  - : Scan to E-mail icon
  - : Scan to FTP Server/Scan to PC icon
  - : Scan to HDD icon
  - : Scan to Internet FAX icon
  - ---: Not registered
- [Delete] button: Deletes the selected one-touch key.

4 To register a new one-touch key, click an unregistered one-touch box (“---”).

5 Select the transmission method.



- Scan to E-mail
- File (Scan To FTP Server)
- File (Scan To PC) (not displayed when a group is selected)
- File (Scan To HDD)
- Scan To Internet FAX

Memo

For a group registration, the transmission destination address can contain up to 1800 characters. Use a comma or semicolon to separate the addresses.
For registrations other than for groups, a maximum of 72 characters are allowed in the transmission destination address.

6 Click the [Next] button.

7 Specify settings for the following parameters for each transmission method.

When "Scan to E-mail" is selected

Destination Name	Enter the name of the one-touch key (up to 12 characters).
Address (To:)	Enter the transmission destination address. To register multiple mail addresses in a group registration, separate each address with a comma. Settings: Up to 72 characters or up to 1800 characters when registering a group

When "File (Scan To FTP Server)" is selected

Destination Name	Enter the name of the one-touch key (up to 12 characters).
Destination Server	Select the FTP server that is used for Scan to FTP Server. The drop-down list displays FTP servers that were registered in *"Registering FTP Servers"* . Refer to *"Registering FTP Servers" on page 8-48*.
URL Notification	Set whether to send an e-mail notification containing information on the storage location of the scanned data. Settings: "Yes" or "No"
URL Notification E-mail Address	Set the destination address for the URL notification. To register multiple e-mail addresses, separate the addresses with a comma. Settings: Up to 72 characters or up to 1800 characters when registering a group

When "File (Scan To PC)" is selected

Destination Name	Enter the name of the one-touch key (up to 12 characters).
IP Address	Enter the IP address of the destination computer (a computer running an FTP application).

When “File (Scan To HDD)” is selected

Destination Name	Enter the name of the one-touch key (up to 12 characters).
User Directory	Select the box that is used for Scan to HDD. The drop-down list displays boxes that are registered. Refer to *“Creating User Boxes” on page 8-57*.
Password	Enter the password assigned to the selected user box (up to 64 characters). If the “PUBLIC” box is selected, a password is not necessary.
URL Notification	Set whether to send an e-mail notification containing information on the storage location of the scanned data. Settings: “Yes” or “No”
URL Notification E-mail Address	Set the destination address for the URL notification. To register multiple e-mail addresses, separate the addresses with a comma. Settings: Up to 72 characters or up to 1800 characters when registering a group

When “Scan To Internet FAX” is selected

Destination Name	Enter the name of the one-touch key (up to 12 characters).
Address (To:)	Set the destination e-mail address for Internet faxing. To register multiple mail addresses in a group registration, separate each address with a comma. Settings: Up to 72 characters or up to 1800 characters when registering a group
E-mail Address (Reply-To:)	Set the sender’s e-mail address (up to 72 characters).

Memo

To register multiple e-mail addresses, separate the addresses with a comma.

The number of one-touch keys that can be registered in an index is 120 for individuals and 15 for groups. However, the total number of 60 group registrations cannot be exceeded.

8.6.2 Temporary Registration

Temporary registration differs from one-touch registration since the temporary registration information is automatically cleared when this machine is turned off. If you wish to recall the information numerous times even after this machine is turned off, perform a one-touch registration.

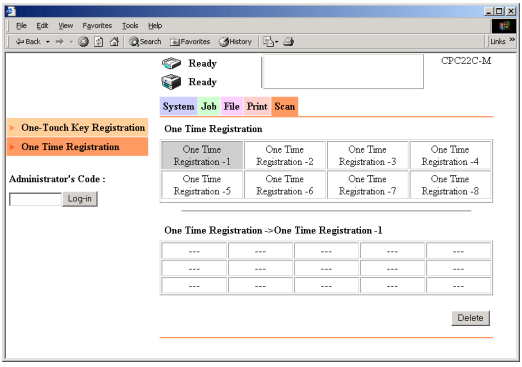
When making a temporary registration, you can specify the scan mode settings.

Here, the setup procedure using Printer Management Utility is explained. You can also use the LDAP search function from this machine's control panel to enter the temporary registration. For details, refer to *"Registering Recipient E-Mail Addresses Using LDAP Search" on page 8-33*.

Registration procedure

1 Start up Printer Management Utility.

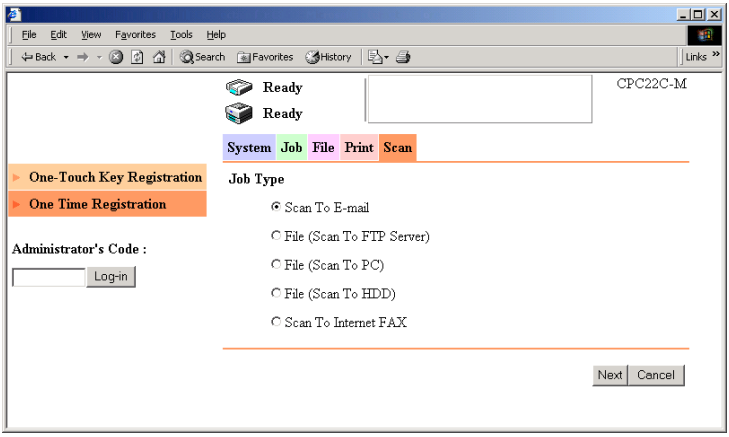
2 On the "Scan" tab in User mode, click **One Time Registration** in the menu.
A temporary registration list is displayed.



- One Time Registration area:
  Displays "One Time Registration-1" to "One Time Registration-8".
- Destination:
  Displays an icon indicating the transmission method of the temporary registration.
  : Scan to E-mail icon
  : Scan to FTP Server/Scan to PC icon
  : Scan to HDD icon
  : Scan to Internet FAX icon
  ---: Not registered
- [Delete] button:
  Deletes the selected temporary registration key.

3 To register a new temporary registration key, click an unregistered temporary registration box ("---").

4 Select the transmission method.



5 Click the [Next] button.

6 Specify settings for the following parameters for each transmission method.

When "Scan to E-mail" is selected

Destination Name	Enter the name of the temporary registration key (up to 12 characters).
Address (To:)	Enter the transmission destination address. To register multiple e-mail addresses, separate the addresses with a comma. Settings: Up to 1800 characters
Scan mode settings	
Document Mode	Set the scan mode. Settings: "Single Sided", "Double Sided", "Book Divide", or "Book Open"
Original Size	Select the size of the scanned document. Or, specify an arbitrary size (in unit of mm).
Resolution	Select the scan resolution. Settings: 600 dpi, 400 dpi, 300 dpi, or 200 dpi
File Type	Select the storage format for the scanned image. Settings: "TIFF", "PDF", or "JPEG"
Color Mode	Select the scan color. Settings: "Auto Color", "Full Color", "Gray Scale", or "Black"

Background Remove	Set background remove. Settings: “Auto”, -5 (light) to +2 (dark)
Orientation	Select the document direction. Settings: “Auto”, “Portrait”, or “Landscape”
Margin	Select the position of the margin. Settings: “Left Binding” or “Top Binding”
Erase	Select the method of erasing the specified location. Settings: “No”, “Left Erase”, “Top Erase”, or “Frame Erase” When using the erase function, set the erase width in unit of mm.

When “File (Scan To FTP Server)” is selected

Destination Name	Enter the name of the temporary registration key (up to 12 characters).
Destination Server	Select the FTP server that is used for Scan to FTP Server. The drop-down list displays FTP servers that were registered in *“Registering FTP Servers”* . Refer to *“Registering FTP Servers” on page 8-48*.
URL Notification	Set whether to notify information indicating the storage location of the scanned data using e-mail. Settings: “Yes” or “No”
URL Notification E-mail Address	Set the destination address for the URL notification. To register multiple e-mail addresses, separate the addresses with a comma. Settings: Up to 1800 characters
Scan mode settings (same as if “Scan to E-mail” is selected)	

When “File (Scan To PC)” is selected

Destination Name	Enter the name of the temporary registration key (up to 12 characters).
IP Address	Enter the IP address of the destination computer (a computer running an FTP application).
Scan mode settings (same as if “Scan to E-mail” is selected)	

When “File (Scan To HDD)” is selected

Destination Name	Enter the name of the temporary registration key (up to 12 characters).
User Directory	Select the box that is used for Scan to HDD. The drop-down list displays boxes that are registered. Refer to *“Creating User Boxes” on page 8-57*.
Password	Enter the password assigned to the selected user box (up to 64 characters). If the “PUBLIC” box is selected, a password is not necessary.

URL Notification	Set whether to send an e-mail notification containing information on the storage location of the scanned data. Settings: “Yes” or “No”
URL Notification E-mail Address	Set the destination address for the URL notification. To register multiple e-mail addresses, separate the addresses with a comma. Settings: Up to 1800 characters
Scan mode settings (same as if “Scan to E-mail” is selected)	

When “Scan To Internet FAX” is selected

Destination Name	Enter the name of the temporary registration key (up to 12 characters).
Address (To:)	Set the destination mail address for Internet faxing. To register multiple e-mail addresses, separate the addresses with a comma. Settings: Up to 1800 characters
E-mail Address (Reply-To:)	Set the reply-to address for Internet faxing (up to 72 characters).
Scan Mode Settings	
Document Mode	Set the scan mode. Settings: “Single Sided”, “Double Sided”, “Book Divide”, or “Book Open”
Original Size	Select the scan size of the document. Or, specify an arbitrary size (in unit of mm).
Orientation	Select the document direction.
Margin	Select the position of the margin. Settings: “Left Binding” or “Top Binding”
Erase	Select the method of erasing the specified location. Settings: “No”, “Left Erase”, “Top Erase”, or “Frame Erase” When using the erase function, set the erase width in unit of mm.

Note

You may be able to enter more characters than the limit from the Web browser. However, only the characters up to the limit are valid.

Memo

Temporary registrations can be registered in the areas of “One Time Registration-1” to “One Time Registration-8”. Up to 15 destinations can be registered in each area.

8.6.3 Registering Recipient E-Mail Addresses Using LDAP Search

You can search for e-mail addresses on the LDAP server, then register the search result as a one-touch key or temporary key on this machine.

...

Note

In order to use this function, e-mail addresses must have already been registered on the LDAP server (LDAP v3.0).

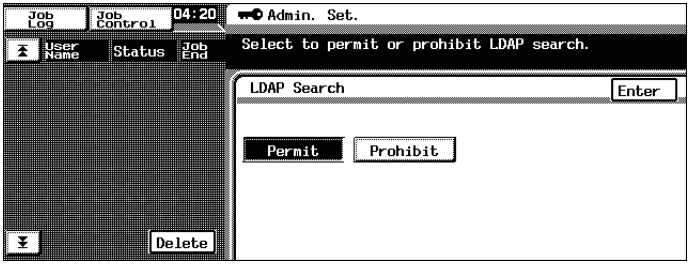
Using the LDAP search function

To use the LDAP search function, you must enable the LDAP search function from this machine's control panel.

Setup procedure

1 On this machine's control panel, press the [Utility] key, touch [Admin. Mode], and then enter the administrator access code.

2 Touch [Admin. Set.], then [LDAP Search] (page 2/4).



3 Touch [Permit], and then touch [Enter].

Setting the LDAP server

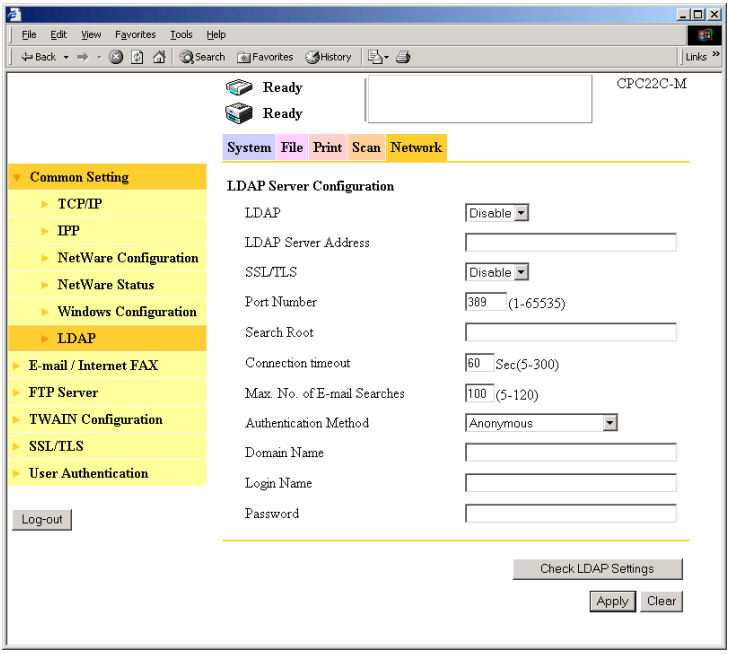
To use the LDAP function, you must set the LDAP server using either Printer Management Utility or this machine's control panel.

Using Printer Management Utility

1 Start up Printer Management Utility.

2 Enter the administrator access code, and log in to Administrator mode.

3 On the “Network” tab, click **Common Setting**, and then click **LDAP** in the sub-menu that appeared.



4 Specify settings for the following.

LDAP	Set whether to use the LDAP search function. Select “Enable” here.
LDAP Server Address	Enter the IP address or server name (host name) to set the LDAP server address (alphanumeric characters, the first character cannot be a number for the server name).
SSL/TLS	Set whether to perform communications with the LDAP server using SSL/TLS.
Port Number	Set the port number used to communicate with the LDAP server.
Search Root	Set the search start point of the LDAP search. Settings: Up to 255 characters
Connection timeout	Set the connection timeout for the LDAP server. Settings: 5 to 300 (seconds)
Max. No. of E-mail Searches	Set the search upper limit of the LDAP search. Settings: 5 to 120

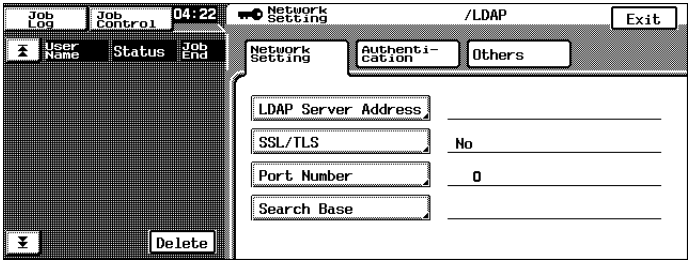
Authentication Method	Set the LDAP authentication method. If “GSS-SPNEGO” is selected, the DNS server in the TCP/IP settings must be specified (refer to page 12-50). Settings: “Anonymous”, “Simple”, “Digest-MD5/CRAM-MD5”, or “GSS-SPNEGO”
Domain Name	If the authentication method is set to “GSS-SPNEGO”, set the domain name used with DNS. Settings: Up to 64 characters
Login Name	Set the login name used to log in to the LDAP server. Settings: Up to 255 characters
Password	Set the password used to log in to the LDAP server. Settings: Up to 128 characters
[Check LDAP Settings] button	Checks whether a connection can be established correctly using the settings entered here.

Using this machine’s control panel

A portion of the LDAP parameters can be entered from this machine’s control panel.

1 On this machine’s control panel, press the [Utility] key, touch [Admin. Mode], and then enter the administrator access code.

2 Touch [Network Setting], then [LDAP].



3 Specify settings for the “LDAP Server Address”, “SSL/TLS”, “Port Number”, and “Search Base” parameters on the Network Setting screen. Specify settings for the “Authentication System”, “Login Name”, and “Password” parameters on the Authentication screen. Specify settings for the “Max. Number of Searches” and “Connection Timeout” parameters on the Others screen.

Registering the LDAP search result

You can perform an LDAP search and register the result to one-touch keys and temporary keys from this machine's control panel.

Performing a standard search

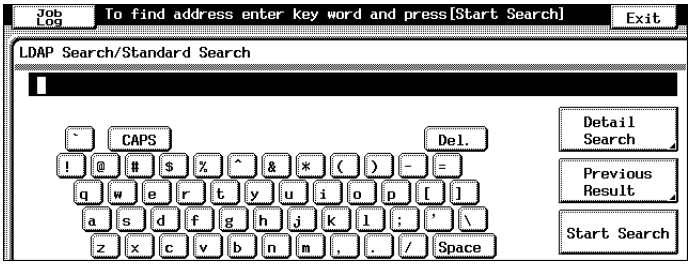
1 On this machine's control panel, press the [Scan] key.

This machine enters Scan mode.

2 Touch [Address].

3 Touch [LDAP Search].

The LDAP search screen appears.



Memo

For the operating procedures of a detailed search, refer to "Performing a detailed search" on page 8-38.

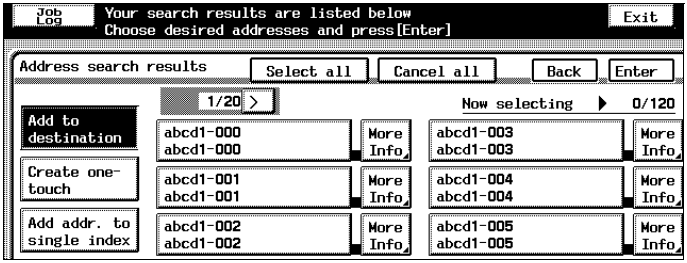
For the procedure to display the previous search result, refer to "Displaying the previous search results" on page 8-39.

4 Using the keypad and the keyboard in the touch panel, enter the characters that you wish to search for (up to 20 characters).

- CAPS: Switches between uppercase and lowercase.
- Del.: Deletes the previous character.

5 Touch [Start Search].

The search result is displayed.



6 Select the registration method from the following:

- To add the result to the destination of the current transmission, touch [Add to destination].
- To register the selected destinations to one-touch keys/temporary keys, touch [Create one-touch].
- To register all selected destinations to the keys in a single index, touch [Add addr. to single index].

7 Select the destination to be registered. You can select multiple destinations. Touch a selected destination to deselect it.
You can also make selections using the following methods.

- More Info: Displays detailed information about the destination.
- Arrows beside the page number: Displays the previous or next page.
- Select All: Selects all destinations in the search result.
- Cancel All: Deselects all destinations.

8 Touch [Enter].

- If “Add to destination” was selected, the selected destination is assigned as the transmission destination.
- If “Create one-touch” was selected, an index list is displayed. Select the index in which you wish to register the key, and then touch [Enter].
  Select the key to be registered, select the transmission mode (“E-Mail Input” or “FAX Input”), and then touch [Save]. If multiple destinations were selected, specify the key to be registered for each destination. Each destination is registered to a one-touch key/temporary key.
- If “Add addr. to single index” was selected, an index list is displayed. Select the index in which you wish to register all of hte keys, select the transmission mode (“E-Mail Input” or “FAX Input”), and then touch [Save]. All selected destinations are registered as one-touch keys/temporary keys in the index.

Performing a detailed search

You can also perform a detailed search by specifying search conditions for the “Full Name”, “E-mail”, “Last Name”, and “First Name” fields.

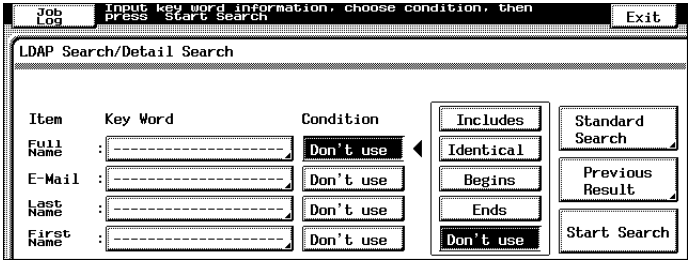
1 On this machine’s control panel, press the [Scan] key.

2 Touch [Address].

3 Touch [LDAP Search].

The LDAP search screen appears.

4 Touch [Detail Search].



Memo

Touch [Standard Search] to return to the standard search screen.

5 Touch the “Key Word” item to display the character input screen. Enter the characters to be searched, and then touch [Enter].

6 Specify the search conditions.

- Includes: Searches for destinations that include the specified character string.
- Identical: Searches for destinations that match the specified character string.
- Begins: Searches for destinations that start with the specified character string.
- Ends: Searches for destinations that end with the specified character string.
- Don’t use: Searches for destinations that do not include the specified character string.

7 As necessary, specify information for the “Full Name”, “E-mail”, “Last Name”, and “First Name” fields.

8 Touch [Start Search].

The search result is displayed.

9 The rest of the procedure is the same as the procedure starting with step 6 in *“Performing a standard search” on page 8-36*.

Displaying the previous search results

If you have performed an LDAP search before, you can display the previous search results.

1 Touch [LDAP Search] on the Address screen in Scan mode.

The LDAP search screen appears.

2 Touch [Previous Result].

8.7 Performing Scan to E-Mail Operations

The Scan to E-mail operation is used to send images scanned on this machine to an e-mail address as an attachment.

Memo

If a limitation exists in the attachment file size of an e-mail, the file can be divided into smaller files (binary level) to be sent. For details on the e-mail segmentation, refer to "Specifying Scan to E-mail Settings" on page 8-41.

8.7.1 Flow of Scan Operation

Procedure

1. Specify the e-mail settings, and enter the subject and text of the e-mail.
   ☞ *"Specifying Scan to E-mail Settings" on page 8-41* and *"Setting the E-mail Subject and Text" on page 8-44*
2. Using Printer Management Utility or this machine's control panel, perform one-touch key registration or temporary key registration. (You can also enter the e-mail address directly from this machine's control panel in step 3.)
   ☞ *"Registering Destinations in Advance" on page 8-25*
3. Using this machine's control panel, specify the destination for the scanned data.
   ☞ *"Setting the Destination" on page 8-45*
4. Using this machine's control panel, set the scan mode and document designation.
   ☞ *"Scan Mode Screen" on page 8-14* and *"Original Setting Screen" on page 8-16*
5. Set the document, and then press the [Start] key on this machine.

   The document is scanned. The scanned data is sent to the mail server.
6. The e-mail message is received by the computer.
   Check the image data file that is attached to the e-mail.

Memo

If the e-mail settings, the setting of the subject and text of the e-mail, and the registration of the destination are already done, perform only steps 3 through 6.

8.7.2 Specifying Scan to E-mail Settings

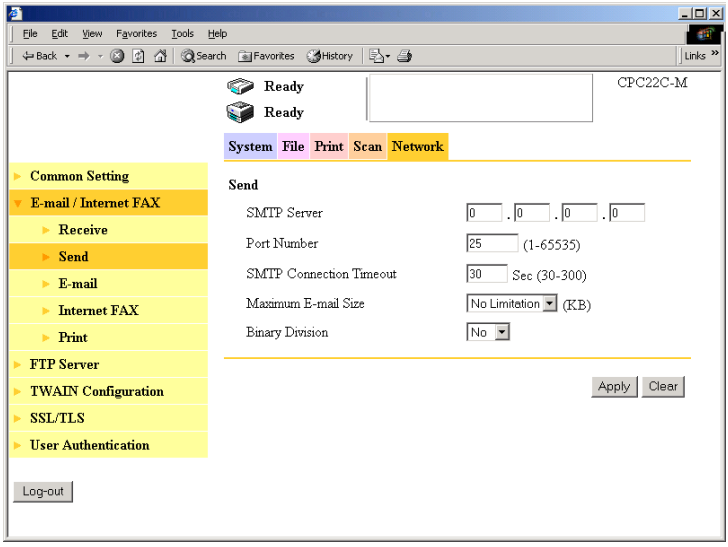
Using Printer Management Utility or this machine's control panel, set the mail server (SMTP server) that will be used for mail transmission.

Using Printer Management Utility

1 Start up Printer Management Utility.

2 Enter the administrator access code, and log in to Administrator mode.

3 On the "Network" tab, click **E-mail / Internet FAX**, and then click **Send** in the sub-menu that appeared.



4 Specify settings for the following.

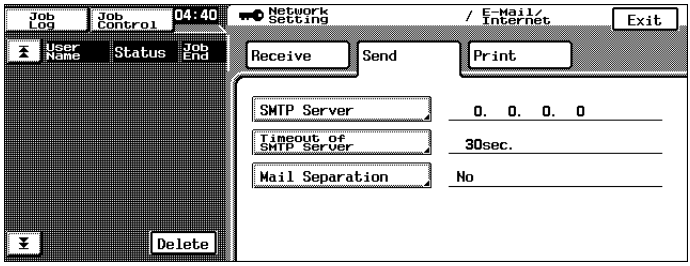
SMTP Server	Set the IP address of the SMTP server.
Port Number	Set the port number of the SMTP server. (Normally, use the default value of 25.)
SMTP Connection Timeout	Set the connection timeout for the SMTP server.
Maximum E-mail Size	Set the maximum size of the transmitted mail. Settings: "No Limitation", 100 to 3000 KB (in units of 100 KB)
Binary Division	Set whether to divide the e-mail into multiple e-mails (binary level) when the e-mail size exceeds the maximum e-mail size. Refer to *"Binary Division and Scanned File Separation" on page 8-43*.

Using this machine's control panel

Settings for the "SMTP Server", "Timeout of SMTP Server", and "Mail Separation" parameters can also be entered from this machine's control panel.

1 On this machine's control panel, press the [Utility] key, touch [Admin. Mode], and then enter the administrator access code.

2 Touch [Network Setting], [E-Mail/Internet], then [Send].



3 Specify settings for the "SMTP Server", "Timeout of SMTP Server", and "Mail Separation" parameters.

Binary Division and Scanned File Separation

The behavior of e-mail transmission varies depending on the combination of the Binary Division and the Scanned File Separation (refer to *"Basic Setup of the Scan Functions" on page 8-11*) settings.

Scanned File Separation: Yes and Binary Division: Yes	If the scanned data exceeds the Maximum E-mail Size setting, the data is divided in units of pages. If the data size of each page after page division exceeds the Maximum E-mail Size setting, the data is divided further at the binary level so that the maximum size is not exceeded.
Scanned File Separation: Yes and Binary Division: No	If the scanned data exceeds the Maximum E-mail Size setting, the data is divided in units of pages. If the data size of each page after page division exceeds the Maximum E-mail Size setting, the data is discarded.
Scanned File Separation: No and Binary Division: Yes	If the scanned data exceeds the Maximum E-mail Size setting, the data is divided at the binary level so that the maximum size is not exceeded.
Scanned File Separation: No and Binary Division: No	If the scanned data exceeds the Maximum E-mail Size setting, the data is discarded.

Note

If multiple pages are scanned when a hard disk is not installed, the mail is sent in units of pages regardless of the Scanned File Separation setting.

Combining (restoring) binary divided data

When scanned data that has been binary divided is received, the data can be combined using an e-mail client software that has a function to do this.

For details, refer to the manual or help for your e-mail client software.

8.7.3 Setting the E-mail Subject and Text

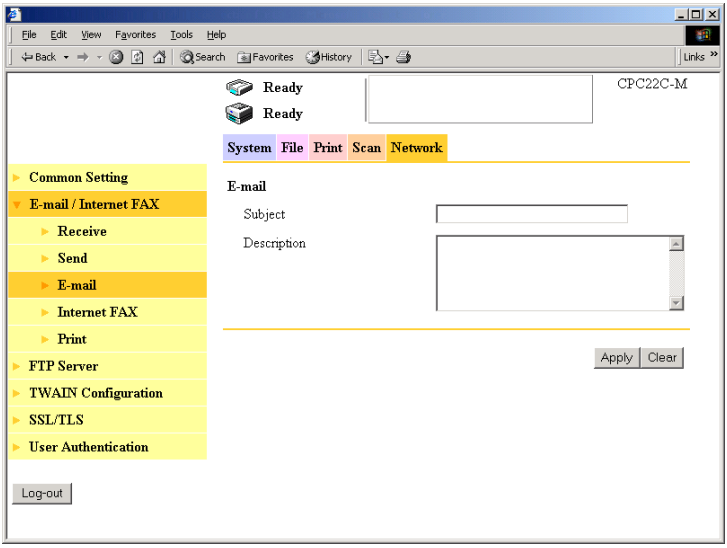
Using Printer Management Utility, set the subject and the text message of the e-mail to be transmitted.

Setup procedure

1 Start up Printer Management Utility.

2 Enter the administrator access code, and log in to Administrator mode.

3 On the “Network” tab, click **E-mail / Internet FAX**, and then click **E-mail** in the sub-menu that appeared.



4 Specify settings for the following.

Subject	Enter the subject of the e-mail (up to 64 characters).
Description	Enter the text of the e-mail (up to 256 characters).

8.7.4 Setting the Destination

You can specify the destination using a one-touch key or temporary registration key or by directly entering the e-mail address from this machine's control panel.

Using a one-touch key or temporary key

1 On this machine's control panel, press the [Scan] key.

2 Touch [Address].

3 Select the desired index (index number or [Temp. Registration]) to display a one-touch key list or temporary registration list.

4 Touch the one-touch key or temporary registration key to which the destination is assigned.

- Only the settings whose transmission method was set to "Scan To E-mail" during registration can be used.
- Multiple destinations can be selected.

Memo

For the registration procedure of one-touch keys and temporary keys, refer to "Registering Destinations in Advance" on page 8-25.

Directly entering the e-mail address

You can also enter the mail transmission destination address directly from this machine's control panel without using one-touch keys or temporary registration keys.

1 On this machine's control panel, press the [Scan] key.

2 Touch [Address].

3 Touch [Address Input].

4 Touch [E-Mail].

5 Using the keypad and the keyboard in the touch panel, enter the destination e-mail address (up to 72 characters).

6 Touch [Enter].

8.7.5 Error Notification

If an error occurs due to a mistake in the destination, an error notification mail is sent to the sender's address (From address).

The sender's address (From address) is set using Printer Management Utility. (Refer to *"Basic Setup of the Scan Functions" on page 8-11*.)

8.8 Performing Scan to FTP Server Operations

The Scan to FTP Server operation is used to send the image data scanned on this machine to an FTP server.

Note

To perform Scan to FTP Server operations, a network environment with an FTP server is required.

8.8.1 Flow of Scan Operation

Procedure

1. Using Printer Management Utility, register FTP servers (up to five).
☞ *"Registering FTP Servers" on page 8-48*

2. If "Use Proxy" was set to "Yes" on the FTP Server Registration page, set the proxy server.
☞ *"Setting the Proxy Server" on page 8-51*

3. Using Printer Management Utility, perform one-touch key registration or temporary key registration.
☞ *"Registering Destinations in Advance" on page 8-25*

4. Using this machine's control panel, specify the destination of the scanned data.
☞ *"Setting the Destination" on page 8-52*

5. Using this machine's control panel, set the scan mode and document designation.
☞ *"Scan Mode Screen" on page 8-14* and *"Original Setting Screen" on page 8-16*

6. Set the document, and then press the [Start] key on this machine's control panel.

   The document is scanned. The scanned data is sent to the FTP server.
   If a URL notification destination was specified, information indicating the storage location of the scanned data is sent by e-mail.

7 Using an FTP client application, retrieve the scanned data from the FTP server.

- If URL notification was not specified
  Use your FTP client application to directly access the FTP server and download the data from the folder containing the scanned data. You may need to enter a user name and a password to access the FTP server.
- If URL notification was specified
  Refer to the information written in the e-mail message and access the storage location of the scanned data. You may need to enter a user name and a password to access the FTP server.

Memo

Even if the URL notification destination was not specified when one-touch keys or temporary registration keys were registered using Printer Management Utility, you can specify the URL notification destination from this machine's control panel. (Refer to "URL Notification Using E-mail" on page 8-23.)

If the FTP server registration, proxy server configuration, and the registration of the destination are already done, perform steps 4 through 7.

8.8.2 Registering FTP Servers

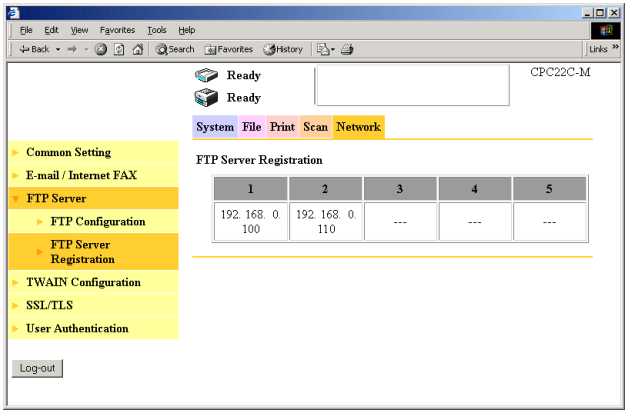
Using Printer Management Utility or this machine's control panel, you can register up to five FTP servers.

Using Printer Management Utility

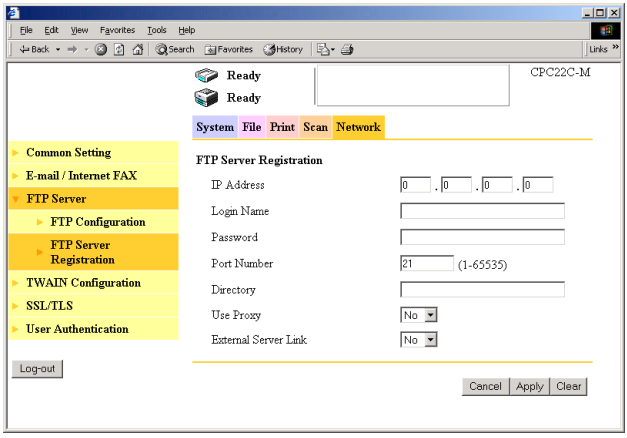
1 Start up Printer Management Utility.

2 Enter the administrator access code, and log in to Administrator mode.

3 On the "Network" tab, click **FTP Server**, and then click **FTP Server Registration** in the sub-menu that appeared.



4 If an unregistered box (---) is selected, a server registration page appears.



5 Specify settings for the following.

IP Address	Specify the IP address of the FTP server.
Login Name	Specify the name used to log in to the FTP server (up to 32 alphanumeric characters).
Password	Specify the password used to log in to the FTP server (up to 64 alphanumeric characters).
Port Number	Specify the FTP port number. (Normally, use the default value of 21.)
Directory	Set the destination directory for storing the scanned data on the FTP server (up to 128 alphanumeric characters). (To specify the default folder, enter a "/" (slash).)
Use Proxy	Set whether to use a proxy server. If "Yes" is selected, also specify the proxy server. Refer to *"Setting the Proxy Server" on page 8-51*.
External Server Link	If "Yes" is selected, you can access the FTP server by double-clicking its IP address on the External Server Link page of Printer Management Utility. The External Server Link page can be displayed by clicking "External Server Link" in the menu on the "File" tab in User mode.

Note

"External Server Link" uses "anonymous" to access the FTP server. "External Server Link" can be used only when the "Login Name" is set to "anonymous" on the FTP Server Registration page.

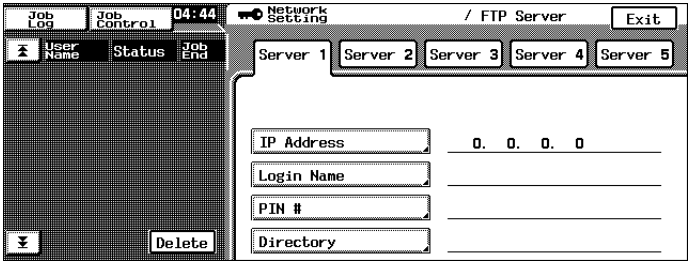
Changing or deleting the FTP server settings does not change the destination server that is specified for "File (Scan To FTP Server)" of one-touch key registrations and temporary registration. If you change or delete an FTP server that was specified using one-touch key registration or temporary registration, delete the corresponding one-touch key registration/temporary registration or register the information again.

Using this machine's control panel

The settings for the "IP Address", "Login Name", "PIN #", and "Directory" parameters can also be entered from this machine's control panel.

1 On this machine's control panel, press the [Utility] key, touch [Admin. Mode], and then enter the administrator access code.

2 Touch [Network Setting], then [FTP Server].



3 For servers 1 to 5, enter settings for the "IP Address", "Login Name", "PIN #", and "Directory" parameters.

8.8.3 Setting the Proxy Server

When using a proxy server, you must enter settings using Printer Management Utility.

Note

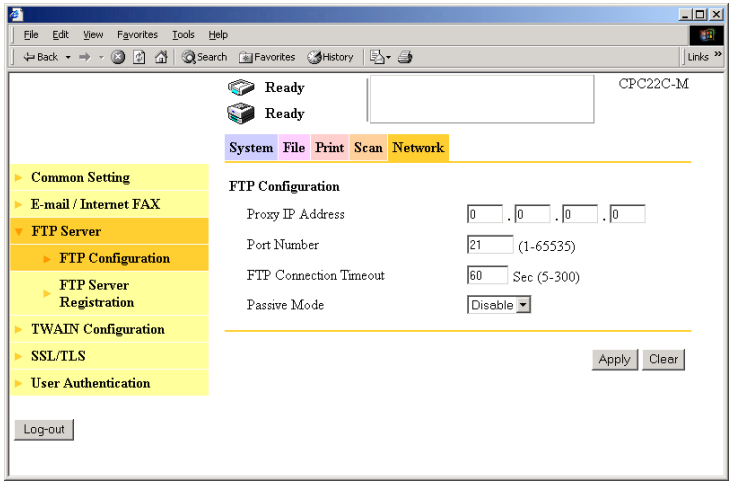
To use a proxy server, set "Use Proxy" to "Yes" when registering the FTP server using Printer Management Utility. (Refer to "Registering FTP Servers" on page 8-48.)

Setup procedure

1 Start up Printer Management Utility.

2 Enter the administrator access code, and log in to Administrator mode.

3 On the "Network" tab, click **FTP Server**, and then click **FTP Configuration** in the sub-menu that appeared.



4 Specify settings for the following.

Proxy IP Address	Enter the IP address of the proxy server when a proxy server is used.
Port Number	Set the port number of the proxy server. (Normally, use the default value of 21.)
FTP Connection Timeout	Set the connection timeout for the FTP server.
Passive Mode	Set the passive mode.

8.8.4 Setting the Destination

Set the destination using one-touch keys or temporary registration keys.

Setup procedure

1 On this machine's control panel, press the [Scan] key.

2 Touch [Address].

3 Select the desired index (index number or [Temp. Registration]) to display a one-touch key list or temporary registration list.

4 Touch the one-touch key or temporary registration key to which the destination is assigned.

- Only the settings whose transmission method was set to "File (Scan To FTP Server)" during registration can be used.

Memo

For the registration procedure of one-touch keys and temporary keys, refer to "Registering Destinations in Advance" on page 8-25.

8.9 Performing Scan to PC Operations

The Scan to PC operation is used to send the image data scanned on this machine directly to a computer using FTP.

Note
An FTP server application must be installed on the computer in advance.

8.9.1 Flow of Scan Operation

Procedure

1. Using Printer Management Utility, perform one-touch key registration or temporary key registration.
☞ *"Registering Destinations in Advance" on page 8-25*

2. Set the FTP application.
☞ *"Setting the FTP Application" on page 8-54*

3. Start up the FTP application on the computer.

4. Using this machine's control panel, specify the destination of the scanned data.
☞ *"Setting the Destination" on page 8-54*

5. Using this machine's control panel, set the scan mode and document designation.
☞ *"Scan Mode Screen" on page 8-14* and *"Original Setting Screen" on page 8-16*

6. Set the document, and then press the [Start] key on this machine's control panel.

   The document is scanned. The scanned data is sent to an application that receives the data using FTP.

7. Check the scanned data on the recipient computer.

Memo
If the registration of the destination and the FTP application configuration are already done, perform steps 3 through 7.

The transmission destination to the computer is the root folder specified by the application. The destination cannot be specified from this machine.

8.9.2 Setting the FTP Application

In Scan to PC, the data is sent by FTP using the following settings.

As necessary, specify the following settings from the FTP application on the recipient computer.

Login Name	anonymous
Port Number	21

8.9.3 Setting the Destination

Set the destination using one-touch keys or temporary registration keys.

Setup procedure

1 On this machine's control panel, press the [Scan] key.

2 Touch [Address].

3 Select the desired index (index number or [Temp. Registration]) to display a one-touch key list or temporary registration list.

4 Touch the one-touch key or temporary registration key to which the destination is assigned.

- Only the settings whose transmission method was set to "File (Scan To PC)" during registration can be used.

Memo

For the registration procedure of one-touch keys and temporary keys, refer to "Registering Destinations in Advance" on page 8-25.

8.10 Performing Scan to HDD Operations

The Scan to HDD operation is used to save the scanned image data to a box on the hard disk installed in this machine. The image data saved to the hard disk can be downloaded to the computer using Printer Management Utility.

Note

To use this scan function, an optional hard disk must be installed in this machine.

Memo

The data scanned and saved to the hard disk here can also be transferred. For details, refer to "10 Using the Box Functions".

8.10.1 Flow of Scan Operation

Procedure

1. Using Printer Management Utility, create a user box for saving the scanned data.
   ☞ *"Creating User Boxes" on page 8-57*
2. As necessary, set the storage period for scanned data.
   ☞ *"Setting the Storage Period of the Scanned Data" on page 8-59*
3. Using Printer Management Utility, perform one-touch key registration or temporary key registration.
   ☞ *"Registering Destinations in Advance" on page 8-25*
4. Using this machine's control panel, specify the destination of the scanned data.
   ☞ *"Setting the Destination" on page 8-60*
5. Using this machine's control panel, set the scan mode and document designation.
   ☞ *"Scan Mode Screen" on page 8-14* and *"Original Setting Screen" on page 8-16*

6 Set the document, and then press the [Start] key on this machine's control panel.

The document is scanned. The scanned data is saved to the hard disk of this machine.
If a URL notification destination is specified, information indicating the storage location of the scanned data is sent by e-mail.

7 Retrieve the scanned data from the hard disk.
☞ *"Retrieving the Scanned Data from the Hard Disk" on page 8-61*

- If URL notification was not specified
  Using Printer Management Utility, access the specified user box and download the data from the hard disk. You will need a password to access the user box. (A password is not required for the "PUBLIC" box.)
- If URL notification was specified
  Refer to the information written in the e-mail message and access the storage location for the scanned data. You will need a password to access the user box. (A password is not required for the "PUBLIC" box.)

Memo

Even if the URL notification destination was not specified when one-touch keys or temporary registration keys were registered using Printer Management Utility, you can specify the URL notification destination from this machine's control panel. (Refer to "URL Notification Using E-mail" on page 8-23.)

If the user box creation, the configuration of the storage period of the scanned data, and the registration of the destination are already done, perform steps 4 through 7.

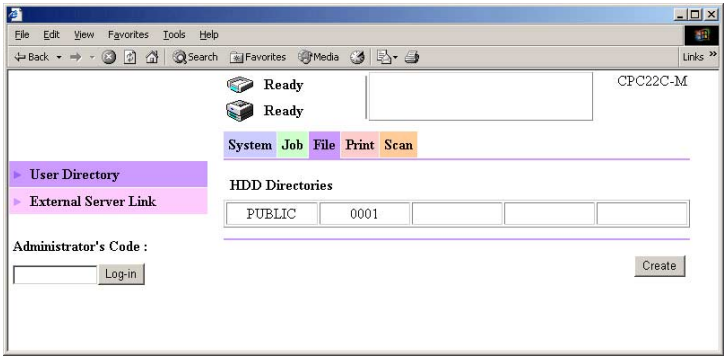
8.10.2 Creating User Boxes

Creation procedure

1 Start up Printer Management Utility.

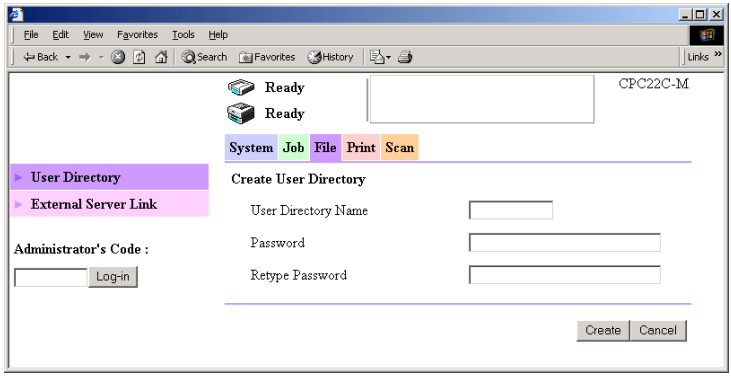
2 On the “File” tab in User mode, click **User Directory** in the menu.

A list of boxes is displayed.



3 Click the [Create] button.

The Create User Directory page appears.



4 Enter settings into the **User Directory Name** (up to 8 characters), **Password** (4 digits or more), and **Retype Password** boxes, and then click the [Create] button.

Note

Use uppercase characters when entering the user box name (User Directory Name).
box1: Cannot be registered
BOX1: OK

The following symbols and characters cannot be used.
*\ / : ; * " < > | + = , . ? ADMIN BOXLIST*

Up to 199 user boxes can be created.

PUBLIC box and user box

A user box is a storage location for scanned data created with the Scan to HDD operation. The box name can be assigned arbitrarily.
The contents of a user box can only be viewed by entering the password that was specified at the time of registration. A user box can be created arbitrarily using Printer Management Utility.

The public box is a storage location for scanned data created with the Scan to HDD operation. It is a location where anyone can view the contents without a password. The box name is “PUBLIC”.

8.10.3 Setting the Storage Period of the Scanned Data

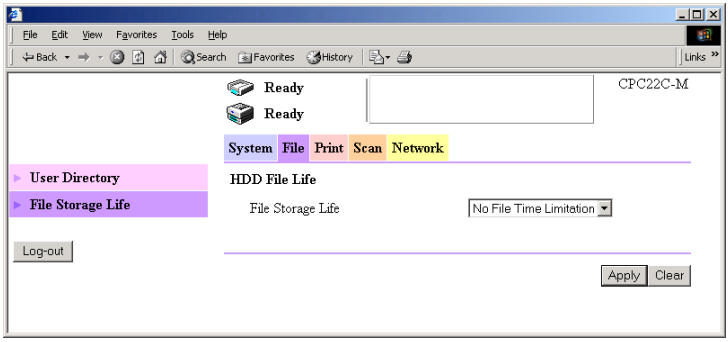
Using Printer Management Utility, you can set the period that scanned data is stored on the hard disk.

Setup procedure

1 Start up Printer Management Utility.

2 Enter the administrator access code, and log in to Administrator mode.

3 On the “File” tab, click **File Storage Life** in the menu.



4 Specify settings for the following.

- File Storage Life: Specify the storage period of the files on the hard disk.
  Settings: “No File Time Limitation”, “1 day”, “2 days”, “3 days”, “4 days”, “5 days”, “6 days”, or “7 days”

8.10.4 Setting the Destination

Set the destination using one-touch keys or temporary registration keys.

Setup procedure

1 On this machine's control panel, press the [Scan] key.

2 Touch [Address].

3 Select the desired index (index number or [Temp. Registration]) to display a one-touch key list or temporary registration list.

4 Touch the one-touch key or temporary registration key to which the destination is assigned.

- Only the settings whose transmission method was set to "File (Scan To HDD)" during registration can be used.

Memo

For the registration procedure of one-touch keys and temporary keys, refer to "Registering Destinations in Advance" on page 8-25.

8.10.5 Retrieving the Scanned Data from the Hard Disk

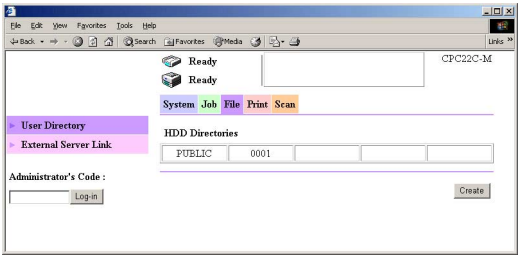
Using Printer Management Utility, retrieve the scanned data on the hard disk of this machine.

Memo

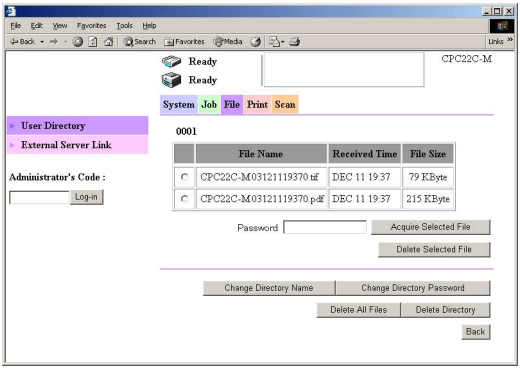
You can also retrieve the data on the hard disk by using BOX Utility. For the operating procedure, refer to "13 Using the BOX Utility".

Retrieval procedure

1. Start up Printer Management Utility.
2. On the "File" tab in User mode, click **User Directory** in the menu.



3. Click the box where the scanned data was saved ("PUBLIC" box or a user box).
4. If a user box is selected, enter the password.
5. A list of stored data is displayed. Select the data that you wish to download, and then click the [Acquire Selected File] button.
   If the unauthorized access lock is enabled, enter the password for the user box in the "Password" box.



- File Name: Displays the file names stored in the box.
- Received Time: Displays the time when the file was stored in the box.
- File Size: Displays the size of the file stored in the box.
- [Previous], [Next] button:
  Up to 20 files are displayed on a page.
  If there are more than 20 files, these keys are used to move between pages.
- [Acquire Selected File] button:
  Downloads the selected files to the computer.
  If the unauthorized access lock is enabled, enter the password for the user box in the "Password" box.
  (Internet Explorer 6 SP1 or later recommended)
- [Delete Selected File] button:
  Deletes the selected files from the hard disk of this machine.
- [Delete All Files] button:
  Deletes all of the files currently displayed.
  When this button is clicked, a confirmation page appears. If the [OK] button is clicked, the files are deleted.
- [Change Directory Name] button (user box only):
  Changes the name assigned to the user box.
  When this button is clicked, a page for changing the box name appears.
- [Change Directory Password] button (user box only):
  Changes the password assigned to the user box. When this button is clicked, a page for changing the password appears.
- [Delete Directory] button (user box only):
  Deletes the user box currently displayed.
  When this button is clicked, a confirmation page appears. If the [OK] button is clicked, the user box is deleted.

6 Click the [Acquire Selected File] button to open the confirmation dialog box.
Specify the handling of the file and save the file to the computer's hard disk if necessary.

...

Note

If the unauthorized access lock is enabled on this machine's control panel and you enter a wrong administrator's code three times, the login is determined to be invalid and you will no longer be able to access the user box. To enable access, this machine must be restarted (turned off, then on again) or release the access lock on this machine's control panel.

The files may not appear in some cases, such as when backup or restore is in progress using BOX Utility.

While a user box or file is being accessed from Printer Management Utility, BOX Utility, or the control panel, you cannot acquire files, delete boxes/files, change the user box names, or change passwords.

Even if you change the user box name or delete the box, a user box specified as "File (Scan To HDD)" during one-touch registration or temporary registration does not change. If necessary, change the one-touch registration or temporary registration settings.
If a user box specified using one-touch key registration or temporary registration is deleted and you check the registration information on Printer Management Utility, it will appear as though the "PUBLIC" box is selected. However, the actual registration has not been changed. Register the information again.

8.11 Performing Scan to Internet FAX Operations

With the Scan to Internet FAX operation, the scanned image data is sent as an attachment to an e-mail address. This operation differs from Scan to E-mail since the format of the attached file is standardized. The image data can be transferred between devices supporting the Internet FAX standard.

The image data is sent with the “Black” Color Mode setting in the TIFF format at 200 × 200 dpi.

Transmission is carried out using a procedure similar to Scan to E-mail.

Memo

When sending document data by Internet fax, you must check in advance whether the recipient is capable of receiving Internet faxes.

Note

If “Scanned File Separation” (refer to “Basic Setup of the Scan Functions” on page 8-11) is enabled and multiple pages of the document are sent using Internet fax, the data is divided in units of pages for transmission regardless of the maximum e-mail size setting.

If a limitation exists in the attachment file size of an e-mail, the file can be divided into smaller files (binary level) to be sent. For details on the mail segmentation setting, refer to “Setting the E-mail Transmission” on page 8-66.

However, if the Internet fax data is binary divided, the receiving Internet fax device may not be able to receive the data. Check that the receiving device can receive such data in advance.

8.11.1 Flow of Scan Operation

Procedure

1 Using Printer Management Utility, specify the e-mail settings, and enter the subject and text of the e-mail.
☞ *"Setting the E-mail Transmission" on page 8-66* and *"Setting the E-mail Subject and Text" on page 8-69*

2 Using Printer Management Utility, perform one-touch key registration or temporary key registration.
(You can also enter the e-mail address directly from this machine's control panel in step 3.)
☞ *"Registering Destinations in Advance" on page 8-25*

3 Using this machine's control panel, specify the destination of the scanned data.
☞ *"Setting the Destination" on page 8-70*

4 Using this machine's control panel, set the scan mode and document designation.
☞ *"Scan Mode Screen" on page 8-14* and *"Original Setting Screen" on page 8-16*

5 Set the document, and then press the [Start] key on this machine's control panel.

The document is scanned. The scanned data is sent using Internet fax.

Memo
If the e-mail settings, the setting of the subject and text of the e-mail, and the registration of the destination are already done, perform steps 3 through 5.

8.11.2 Setting the E-mail Transmission

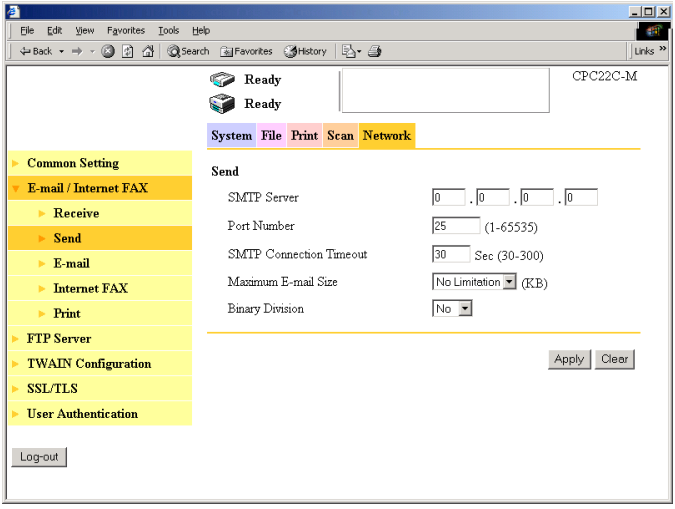
Using Printer Management Utility or this machine's control panel, set the mail server (SMTP server) to perform e-mail transmissions.

Using Printer Management Utility

1 Start up Printer Management Utility.

2 Enter the administrator access code, and log in to Administrator mode.

3 On the "Network" tab, click **E-mail / Internet FAX**, and then click **Send** in the sub-menu that appeared.



4 Specify settings for the following.

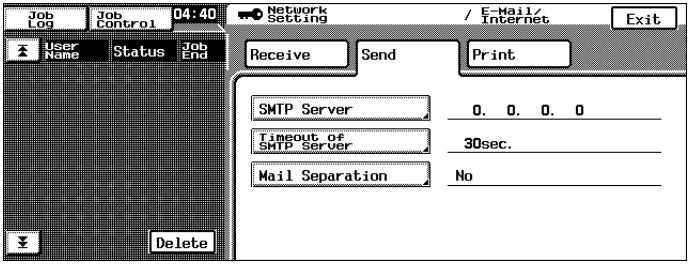
SMTP Server	Set the IP address of the SMTP server.
Port Number	Set the port number of the SMTP server. (Normally, use the default value of 25.)
SMTP Connection Timeout	Set the connection timeout for the SMTP server.
Maximum E-mail Size	Set the maximum size of the transmitted mail. Settings: "No Limitation", 100 to 3000 KB (in units of 100 KB)
Binary Division	Set whether to divide the e-mail into multiple e-mails (binary level) when the e-mail size exceeds the maximum e-mail size. However, the receiving Internet fax device may not support binary division. Refer to *"Binary Division and Scanned File Separation" on page 8-68*.

Using this machine's control panel

Settings for the "SMTP Server", "Timeout of SMTP Server", and "Mail Separation" parameters can also be entered from this machine's control panel.

1 On this machine's control panel, press the [Utility] key, touch [Admin. Mode], and then enter the administrator access code.

2 Touch [Network Setting], [E-Mail/Internet], then [Send].



3 Specify settings for the "SMTP Server", "Timeout of SMTP Server", and "Mail Separation" parameters.

Binary Division and Scanned File Separation

The behavior of e-mail transmission varies depending on the combination of the Binary Division and Scanned File Separation (refer to *"Basic Setup of the Scan Functions" on page 8-11*) settings.

Scanned File Separation: Yes and Binary Division: Yes	If the scanned data exceeds the Maximum E-mail Size setting, the file is divided in units of pages. If the data size of each page after page division exceeds the Maximum E-mail Size setting, the data is divided further at the binary level so that the maximum size is not exceeded.
Scanned File Separation: Yes and Binary Division: No	If the scanned data exceeds the Maximum E-mail Size setting, the file is divided in units of pages. If the data size of each page after page division exceeds the Maximum E-mail Size setting, the data is discarded.
Scanned File Separation: No and Binary Division: Yes	If the scanned data exceeds the Maximum E-mail Size setting, the file is divided at the binary level so that the maximum size is not exceeded.
Scanned File Separation: No and Binary Division: No	If the scanned data exceeds the Maximum E-mail Size setting, the data is discarded.

Note

If multiple pages are scanned when a hard disk is not installed, the mail is sent in units of pages regardless of the "Scanned File Separation" setting.

However, if the Internet FAX data is binary divided (refer to "Setting the E-mail Transmission" on page 8-66), the receiving Internet fax device may not be able to receive the data. Check that the receiving device can receive such data in advance.

8.11.3 Setting the E-mail Subject and Text

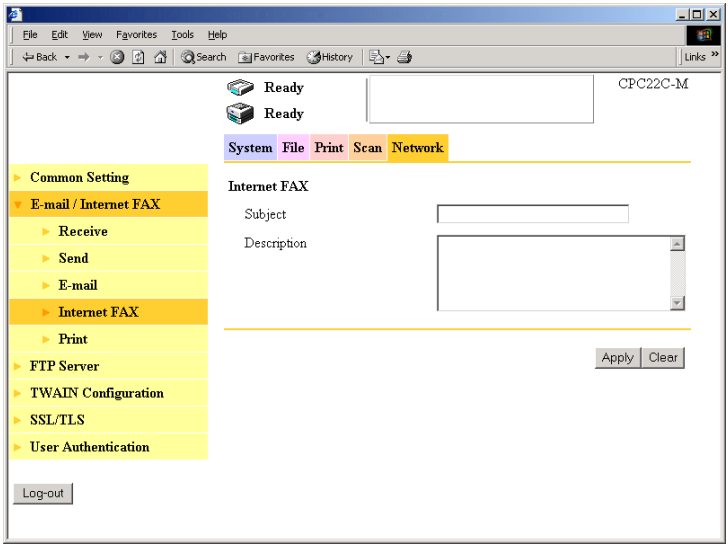
Using Printer Management Utility, set the subject and the text message of the e-mail to be transmitted using Internet fax.

Setup procedure

1 Start up Printer Management Utility.

2 Enter the administrator access code, and log in to Administrator mode.

3 On the “Network” tab, click **E-mail / Internet FAX**, and then click **Internet FAX** in the sub-menu that appeared.



4 Specify settings for the following.

Subject	Enter the subject of the e-mail (up to 64 characters).
Description	Enter the text of the e-mail (up to 256 characters).

8.11.4 Setting the Destination

You can specify the destination using the one-touch key or temporary registration key or by directly entering the e-mail address from this machine's control panel.

Using the one-touch key or temporary key

1 On this machine's control panel, press the [Scan] key.

2 Touch [Address].

3 Select the desired index (index number or [Temp. Registration]) to display a one-touch key list or temporary registration list.

4 Touch the one-touch key or temporary registration key to which the destination is assigned.

- Only the settings whose transmission method was set to "Scan To Internet FAX" during registration can be used.
- Multiple destinations can be selected.

Memo

For the registration procedure of one-touch keys and temporary keys, refer to "Registering Destinations in Advance" on page 8-25.

Directly entering the e-mail address

You can also enter the Internet fax address directly from this machine's control panel without using one-touch keys or temporary registration keys.

1 On this machine's control panel, press the [Scan] key.

2 Touch [Address].

3 Touch [Address Input].

4 Touch [Internet].

5 Using the keypad and the keyboard in the touch panel, enter the destination mail address (up to 72 characters).

6 Touch [Enter].

8.11.5 Error Notification

If an error occurs due to a mistake in the destination, an error notification mail is sent to the Reply-To address or the sender's address (From address). If both the Reply-To address and the sender's address are specified, the reply-to address has priority. If either address is entered, the entered address is valid.

The sender's address (From address) and Reply-To address are set using Printer Management Utility.
For the Sender's address (From address), refer to *"Basic Setup of the Scan Functions" on page 8-11*.
For the Reply-To address, refer to *"Registering Destinations in Advance" on page 8-25*.

8.12 Performing Internet FAX Reception Operations

Since this machine supports Internet faxing, data sent from a device supporting Internet faxing (file attachment to an e-mail) can be received and printed.

The following types of data can be received.

Size	Letter, A4, legal, B4, and A3
Color Mode	Black
Compression	MH, MR, and MMR

Memo

The print jobs of data received using Internet fax are not listed in the job log of this machine.

8.12.1 Flow of Operation

Procedure

1 Configure Internet FAX reception and Internet FAX print.
☞ *"Setting the Internet FAX Reception" on page 8-73* and *"Set the Internet FAX Print" on page 8-75*

2 If an Internet fax e-mail is received, the attached image data is printed.

The received Internet fax e-mails on the mail server are collectively retrieved from the mail server and temporarily stored in this machine. The stored data is printed one job at a time when all other ongoing jobs have been completed. The e-mails on the mail server are not cleared until the normal completion of printing is confirmed.

Data whose image has been printed is cleared. The data is not kept in the memory or hard disk of this machine.

Internet FAX reception is carried out by periodically querying the POP3 server. For details on the querying interval setting, refer to *"Setting the Internet FAX Reception" on page 8-73*.

8.12.2 Setting the Internet FAX Reception

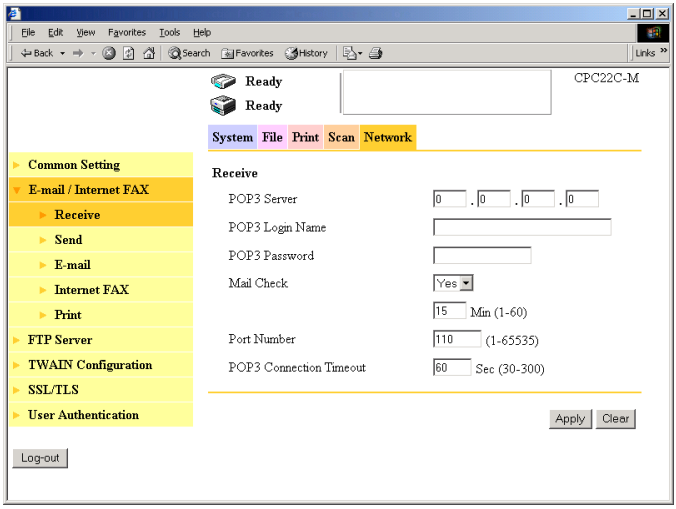
To receive e-mail using Internet fax, use Printer Management Utility or this machine's control panel to set the mail server (POP3 server).

Using Printer Management Utility

1 Start up Printer Management Utility.

2 Enter the administrator access code, and log in to Administrator mode.

3 On the "Network" tab, click **E-mail / Internet FAX**, and then click **Receive** in the sub-menu that appeared.



4 Specify settings for the following.

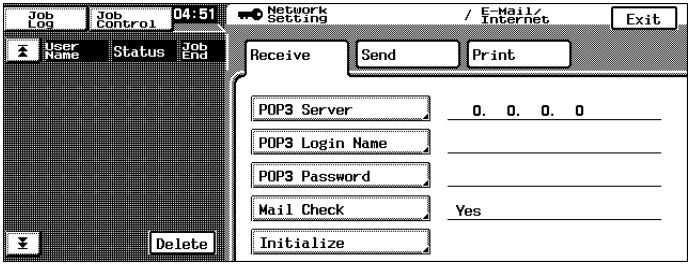
POP3 Server	Set the IP address of the POP3 server.
POP3 Login Name	Set the login name of the POP3 server (up to 63 characters).
POP3 Password	Set the password for logging in to the POP3 server (up to 15 characters).
Mail Check	Set whether to periodically check the mail server contents. If "No" is selected, e-mails will not be received. If "Yes" is selected, set the interval for checking the mail server (in minutes).
Port Number	Set the port number of the POP3 server. (Normally, use the default value of 110.)
POP3 Connection Timeout	Set the connection timeout for the POP3 server.

Using this machine's control panel

The settings for the "POP3 Server", "POP3 Login Name", "POP3 Password", and "Mail Check" parameters can also be entered from this machine's control panel.

1 On this machine's control panel, press the [Utility] key, touch [Admin. Mode], and then enter the administrator access code.

2 Touch [Network Setting], [E-Mail/Internet], then [Receive].



3 Specify settings for the "POP3 Server", "POP3 Login Name", "POP3 Password", and "Mail Check" parameters.

8.12.3 Set the Internet FAX Print

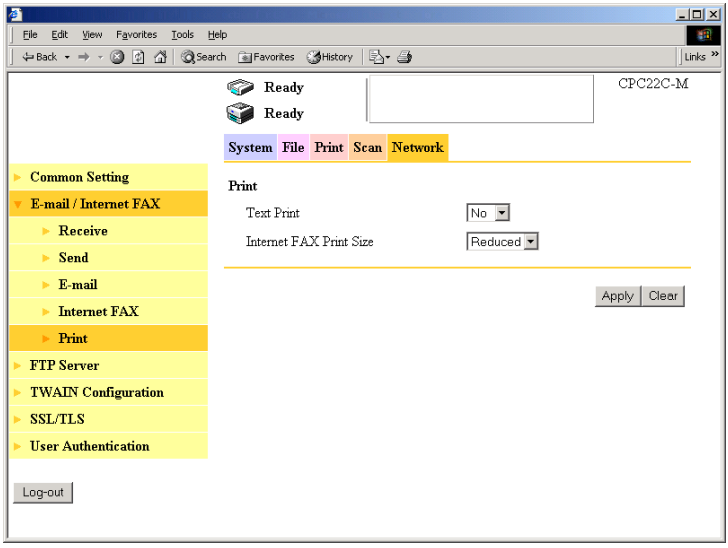
Using Printer Management Utility or this machine's control panel, enter settings related to the printing of the Internet fax reception data.

Using Printer Management Utility

1 Start up Printer Management Utility.

2 Enter the administrator access code and log in to Administrator mode.

3 On the "Network" tab, click **E-mail / Internet FAX**, and then click **Print** in the sub-menu that appeared.



4 Specify settings for the following.

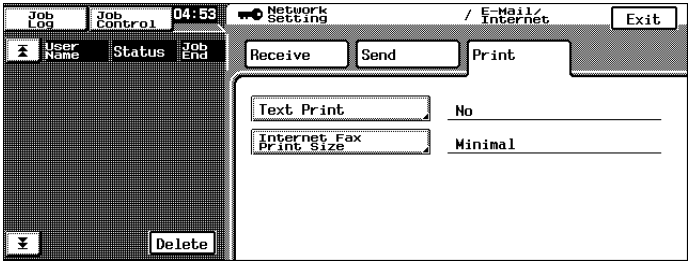
Text Print	Set whether to print the mail text when this machine receives an Internet fax e-mail.
Internet FAX Print Size	Set the print size for printing the received data. Reduced (default): Select this setting when you wish to slightly reduce the size of the received data. Full Size: Select this setting to print the received data in full size. A4/Letter: Select this setting when you wish to fit the received data in A4- or Letter-size paper.

Using this machine's control panel

The parameters in Printer Management Utility can also be specified from this machine's control panel.

1 On this machine's control panel, press the [Utility] key, touch [Admin. Mode], and then enter the administrator access code.

2 Touch [Network Setting], [E-Mail/Internet], then [Print].



3 Specify settings for the "Text Print" and "Internet Fax Print Size" parameters.

9 Scanning Images Using TWAIN (PC Scanning Function)

TWAIN is an interface used to import images scanned on a certain device onto different computer platforms. Here, TWAIN refers to controlling this machine's scanner and importing the scanned data into the application. To use TWAIN, a TWAIN driver must be installed on the computer and TWAIN configuration is required in this machine. This function is available only when it is used over a network.

9.1 Operating Environment

The TWAIN driver operates in the following environments.

Computer	IBM PC or compatible
Operating System	Windows 98/98SE, Windows Me, Windows 2000, Windows XP, or Windows NT 4.0 (SP 6a or later)

9.2 Installing the TWAIN Driver

Installation

1 On the supplied CD-ROM, open the folder (\Driver\English\TWAIN) containing the TWAIN driver.

2 Double-click the "Setup.exe" file to run the installation program.

3 Carry out the installation by following the instructions on the screen.

9.3 Setting the Panel Lock Timeout for TWAIN

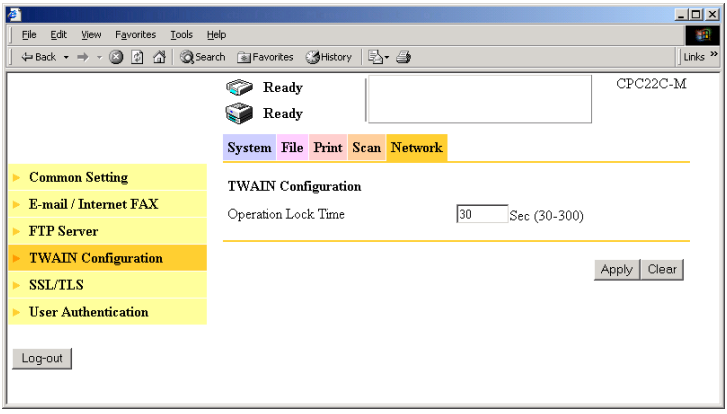
Using Printer Management Utility or this machine's control panel, set the panel lock timeout for using TWAIN to import images onto the computer.

Using Printer Management Utility

1 Start up Printer Management Utility.

2 Enter the administrator access code, and log in to Administrator mode.

3 On the "Network" tab, click **TWAIN Configuration** in the menu.



4 Specify settings for the following.

- Operation Lock Time:
  Set the panel lock timeout for performing TWAIN scan operations from the computer.

Using this machine's control panel

1 On this machine's control panel, press the [Utility] key, touch [Admin. Mode], and then enter the administrator access code.

2 Touch [Network Setting], then [Twain].

3 Specify the setting for the "Operation Lock Time for TWAIN" parameter.

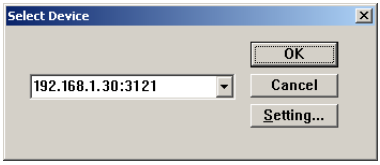
9.4 Retrieving Images Using TWAIN

Retrieval procedure

1 Set the document on this machine.

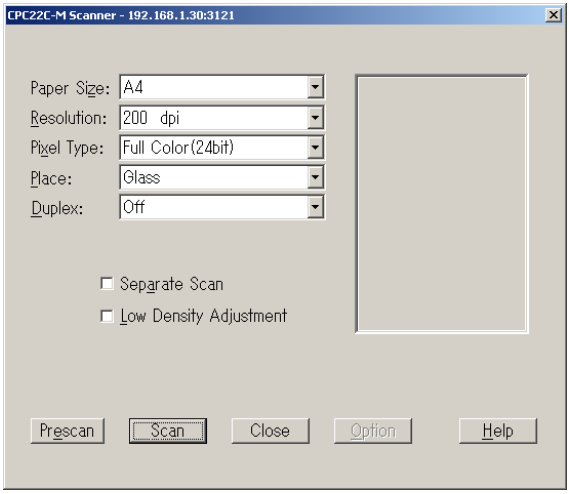
2 In the application used to retrieve images, carry out the TWAIN scan operation (for example, click “Select Device” on the “File” menu).

3 Select the retrieval destination for the scanned data (IP address:port number). In the retrieval destination list, available TWAIN devices on the network appear. To search for retrieval destinations, click the [Setting] button and specify the conditions in the dialog box that appears. (Refer to *“Searching the Scanner” on page 9-6*.)



4 Click the [OK] button to open the scan dialog box.

5 Specify settings for the following.



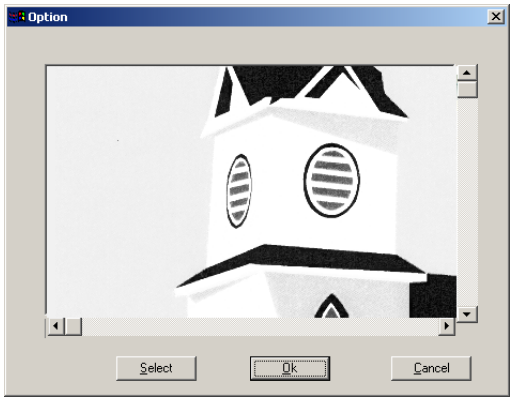
- Paper Size: Set the paper size to be scanned.
- Resolution: Set the resolution.
  Settings: 600 dpi, 400 dpi, 300 dpi, or 200 dpi
- Pixel Type: Specify the type of data to be scanned.
  Settings: “Full Color”, “Gray Scale”, or “Black & White”
- Place: Sets the scan mode of the document.
  If “Duplex” is set to “On”, “Place” is set to “ADF”.
  Settings: “Glass” or “ADF”
- Duplex: Set whether the scanned document is a duplex document.
  Settings: “On” or “Off”
- Separate Scan: Specify the processing of multiple documents.
- Low Density Adjustment:
  Specify whether to remove the background.
- [Prescan] button: Perform a test scan.
- [Scan] button: Scan the data and import the data into the application.
- [Option] button: Open the Option dialog box.
  Refer to *“Setting the Option Dialog Box” on page 9-5*.

6 Click the [Scan] button.

The document is scanned, and the scanned data is imported into the application.

9.4.1 Setting the Option Dialog Box

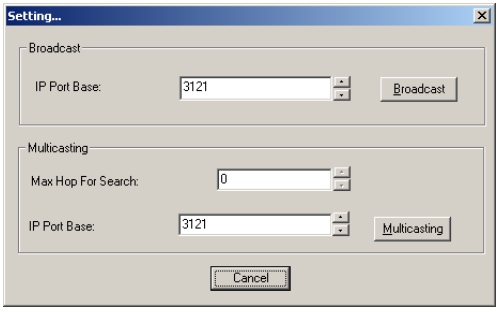
Click the [Option] button in the Scan dialog box to open the dialog box shown below. You can specify a range and perform clipping.



Drag the pointer to select the part of the image to be clipped, and then click the [Select] button. (up to 5 areas can be specified).

9.4.2 Searching the Scanner

Click the [Setting] button in the dialog box used to select the retrieval destination of the scanned data to open a dialog box used to search the scanners.



You can specify the following search conditions.

Broadcast

Searches using the broadcast protocol.

IP Port Base	Specify the port number to be searched.
Broadcast	Execute the search.

Multicasting

Searches using the multicasting protocol.

Max Hop for Search	The number of hops to be searched is fixed at 0. You cannot change this value.
IP Port Base	Specify the port number to be searched.
Multicasting	Execute the search.

10 Using the Box Functions

This chapter describes the procedure for forwarding the image data stored in boxes on this machine's hard disk using the Box functions.

Note

To use these box functions, an optional hard disk must be installed in this machine.

Memo

For the procedure of saving the image data in the box on the hard disk, refer to "Performing Scan to HDD Operations" on page 8-55.

10.1 Overview

The following box functions are available on this machine. Use the appropriate type that matches your network environment and application.

Forward to E-mail	Forwards the image data in the box by attaching the data to an e-mail message. Refer to *"Performing Forward to E-mail Operations" on page 10-12*.
Forward to FTP Server	Forwards the image data in the box to an FTP server. Refer to *"Performing Forward to FTP Server Operations" on page 10-14*.
Forward to PC	Forwards the image data in the box to a computer using FTP. Refer to *"Performing Forward to PC Operations" on page 10-16*.

10.1.1 Environment Required for the Box Functions

To forward image data using a box function, the following environment is required.

Note

All box functions can only be used under a TCP/IP network environment.

	Environment Required to Forward Image Data	Environment Required to Receive Image Data	Other Limitations
Forward to E-mail	Mail server (on the network)	Mail client computer	A maximum file size may be specified on the mail server.
Forward to FTP Server	FTP server (on the network)	FTP client computer	
Forward to PC	FTP server application (on the receiving computer)	Client computer	

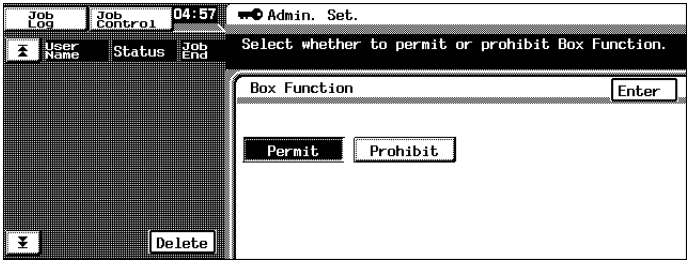
10.2 Using the Box Functions

To use the box functions, you must enable the box functions from this machine's control panel.

Setup procedure

1 On this machine's control panel, press the [Utility] key, touch [Admin. Mode], and then enter the administrator access code.

2 Touch [Admin. Set.], then [Box Function] (page 2/4).



3 Touch [Permit], and then touch [Enter].

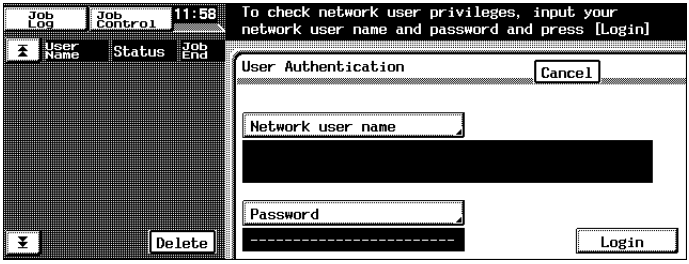
10.3 Selecting the File to be Forwarded

From the box on the hard disk, select the file to be forwarded.

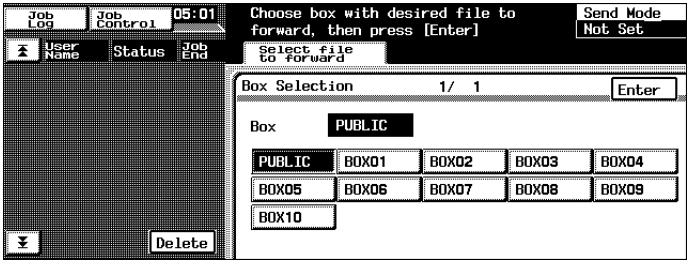
Setup procedure

1 On this machine's control panel, press the [Box] key.

2 If network user authentication is enabled, a login screen appears. In this case, enter the network user name and password, and then touch [Login].



3 In the Select file to forward screen, select the box ("PUBLIC" box or user box) containing the file that you wish to forward.



4 If a user box is selected, enter the password.

5 Select the file that you wish to forward, and then touch [Enter].

The Select destination screen appears.

10.4 Specifying the Forward Destination

Select the destination for forwarding the selected file.

You can specify the destination using the one-touch key or temporary registration key or by directly entering the mail address from this machine's control panel.

Using the one-touch key or temporary key

1 In the Select destination screen, select the desired index (index number or [Temp. Registration]) to display a one-touch key list or temporary registration list.

2 Touch the one-touch key or temporary registration key to which the destination is assigned.

- Only the settings whose transmission method matches the forwarding method can be used.
- Multiple forward destinations can be selected with the Forward to E-mail operation.

Memo

The registration procedure of one-touch keys and temporary keys is the same as in Scan mode. For the registration procedure, refer to "Registering Destinations in Advance" on page 8-25. The LDAP search function can also be used in Box mode.

Directly entering the mail address

Only with the Forward to E-mail operation, you can also enter the forward destination address directly from this machine's control panel without using one-touch keys or temporary registration keys.

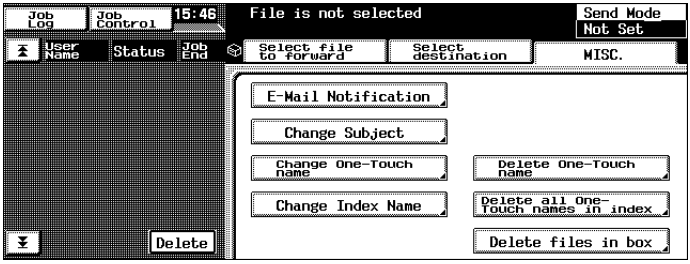
1 In the Select destination screen, touch [Address Input].

2 Using the keypad and the keyboard in the touch panel, enter the destination mail address (up to 72 characters).

3 Touch [Enter].

10.5 Specifying Settings on the MISC. Screen

You can specify settings for the following parameters from the MISC. screen: E-mail Notification, Change Subject, Change One-Touch name, Change Index Name, Delete One-Touch name, Delete all One-Touch names in index, and Delete files in box.



E-mail notification

When using Forward to FTP Server, the e-mail notification function can be used to send an e-mail notification containing information on the storage location (URL) of the image data that was scanned. The image data is not attached to the e-mail. The recipient can refer to the information written in the e-mail message in order to access the storage location of the image data.

When forwarding image data by selecting a one-touch key (refer to *"One-Touch Key Registration" on page 8-25*) that has been registered for Forward to FTP Server and is assigned a notification address, an e-mail notification is transmitted.

If a notification address is not assigned to the one-touch key, you can set the address with the "E-mail Notification" function on the MISC. screen.

1 Touch [E-mail Notification] on the MISC. screen in Box mode.

2 Select the desired index (index number or [Temp. Registration]), and then touch the key for the desired notification address.

...

Note

The URL notification destination must be registered to a one-touch key.

Only one-touch keys that have e-mail addresses registered can be used to specify the destination.

For details, refer to *"URL Notification Using E-mail" on page 10-10*.

Changing the subject

You can change the subject of an e-mail only when the transmission method is Scan to E-mail.

1 Touch [Change Subject] on the MISC. screen in Box Mode.

2 Enter the subject (up to 64 characters) and then touch [Enter].

The subject for Forward to E-mail is changed.

Changing a one-touch name

You can change the name of the registered one-touch keys.

1 Touch [Change One-Touch name] on the MISC. screen in Box mode.

An index list is displayed.

2 Select the index containing the one-touch key that you wish to rename, and then touch [Enter].

3 Select the one-touch key that you wish to rename.

4 Change the one-touch key name (up to 12 characters), and then touch [Enter].

The name of the one-touch key is changed.

Changing an index name

You can change the name of an index.

1 Touch [Change Index Name] on the MISC. screen in Box mode.

An index list is displayed.

2 Select the index containing the name that you wish to change, and then touch [Enter].

3 Change the index name (up to 10 characters), and then touch [Enter].

The name of the index is changed.

Deleting a one-touch name

You can delete one-touch keys that are registered.

1 Touch [Delete One-Touch name] on the MISC. screen in Box mode.

An index list is displayed.

2 Select the index containing the one-touch key that you wish to delete, and then touch [Enter].

3 Select the one-touch key that you wish to delete, and then touch [Enter].

4 On the confirmation screen, touch [Yes], and then touch [Enter].

The one-touch key is deleted.

Deleting all one-touch names in an index

You can delete all one-touch keys in a specified index.

1 Touch [Delete all One-Touch names in index] on the MISC. screen in Box mode.

An index list is displayed.

2 Select the index containing the data that you wish to delete entirely, and then touch [Enter].

3 On the confirmation screen, touch [Yes], and then touch [Enter].

All one-touch keys in the index are deleted.

Deleting files in the box

You can delete the files in the boxes on the hard disk.
Up to four files can be deleted at the same time.

1 Touch [Delete files in box] on the MISC. screen in Box mode.

A box list is displayed.

2 Select the box (“PUBLIC” box or user box) containing the file that you wish to delete.

3 If a user box is selected, enter the password.

4 Select the file that you wish to delete, and then touch [Enter].

If the files are on the same page, you can select multiple files.

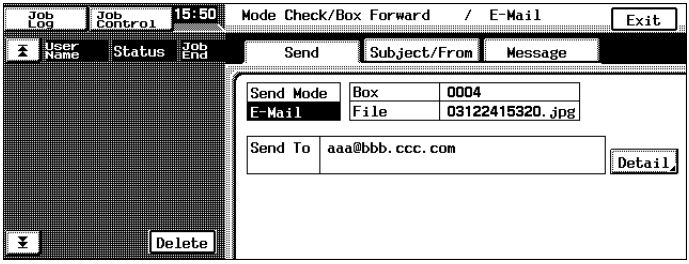
5 In the confirmation screen, touch [Yes], and then touch [Enter].

The selected files are deleted.

10.6 Checking the Transmission Settings

You can check the transmission settings by pressing the [Mode Check] key on this machine's control panel.

When using Forward to E-mail, three tabs are displayed.



- On the Send screen, you can check the box name, file name, and forward destination. Touch [Detail] to check the e-mail address of the destination.
- On the Subject/From screen, you can check the subject of the e-mail and the sender's address (From address).
  Touch [Change] beside "Subject" to change the subject of the e-mail. Enter the subject (up to 64 characters) and then touch [Enter].
- On the Message screen, you can check the contents of the e-mail.

10.7 URL Notification Using E-mail

URL notification using e-mail is a function used to send an e-mail notification containing information on the storage (box) location of the image data created when the Forward to E-mail or Forward to FTP Server operation is performed. The image data is not attached to the URL notification mail. The recipient the URL notification mail can refer to the URL information in the e-mail in order to access the storage location of the image data.

Note

To send a URL notification by e-mail, a network environment with a mail server is required.

Memo

You may need to enter a user name and a password to access the FTP server.
The user name and password are not provided in the e-mail notification.
If you need additional information for access, check with your administrator.

A URL notification mail is sent for the following data forwarding operations.

- When Forward to E-mail is used and the mail size exceeds the maximum allowed by "Maximum E-mail Size" (refer to *"Specifying Scan to E-mail Settings" on page 8-41*).
  In this case, the image data is saved to the hard disk installed in this machine, and a URL indicating the storage location (a box on the hard disk) is sent by e-mail.
- When Forward to FTP Server is performed

Memo

If "Binary Division" (refer to "Specifying Scan to E-mail Settings" on page 8-41) is set to "Yes" when using Forward to E-mail and the mail upper limit specified by "Maximum E-mail Size" is exceeded, the e-mail is sent in segments. In this case, the URL notification mail is not sent.

The URL notification mail destination is an e-mail address registered to a one-touch key or temporary registration key. It is specified using the paramters below during one-touch key registration or temporary registration. For the setup procedure, refer to *"Registering Destinations in Advance" on page 8-25*.

- Forward to E-mail: Address (To:)
- Forward to FTP Server: URL Notification E-mail Address

Setting the mail destination from this machine's control panel

When using Forward to FTP Server, the URL information is sent to the address registered for "URL Notification E-mail Address" in the specified one-touch key or temporary registration key. However, you can specify mail destinations separately from this machine's control panel.

Setup procedure

1 On this machine's control panel, press the [Box] key.

2 Select the file to be forwarded.

3 On the Select destination screen select the destination for which the transmission method is set to Scan to FTP Server.

4 Touch [E-mail Notification] on the MISC. screen.

5 Select the desired index (index number or [Temp. Registration]), and then touch the key for the desired notification address.

...

Note

The URL notification destination must be registered to the one-touch key.

Only one-touch keys that have e-mail addresses registered can be used to specify the destination.

10.8 Performing Forward to E-mail Operations

The image data in the box on the hard disk is forwarded as an attachment to an e-mail address.

Memo

If a limitation exists in the attachment file size of an e-mail, the file can be divided into smaller files (binary level) to be sent. For details on the mail segmentation setting, refer to "Specifying Scan to E-mail Settings" on page 8-41.

10.8.1 Flow of Forwarding Operation

Procedure

1. Specify the e-mail settings, and enter the subject and text of the e-mail.
   ☞ *"Specifying Scan to E-mail Settings" on page 8-41* and *"Setting the E-mail Subject and Text" on page 8-44*
2. Using Printer Management Utility or this machine's control panel, perform one-touch key registration or temporary key registration. (You can also enter the e-mail address directly from this machine's control panel in step 3.)
   ☞ *"Registering Destinations in Advance" on page 8-25*
3. Using this machine's control panel select the files to be forwarded.
   ☞ *"Selecting the File to be Forwarded" on page 10-4*
4. Using this machine's control panel, specify the forwarding destination of the image data.
   ☞ *"Specifying the Forward Destination" on page 10-5*
5. On this machine's control panel, press the [Start] key.

   The specified image data is forwarded to the mail server.
6. The e-mail message is received by the computer.

   Check the image data file that is attached to the e-mail.

Memo

If the e-mail settings, the setting of the subject and text of the e-mail, and the registration of the destination are already done, perform steps 3 through 6.

10.8.2 Error Notification

If an error occurs due to a mistake in the destination, an error notification mail is sent to the sender's address (From address).

The sender's address (From address) is set using Printer Management Utility. (Refer to *"Basic Setup of the Scan Functions" on page 8-11*.)

10.9 Performing Forward to FTP Server Operations

The image data in the box on the hard disk of this machine is forwarded to a specified folder on the FTP server.

Note

To perform Forward to FTP Server operations, a network environment with an FTP server is required.

10.9.1 Flow of Forwarding Operation

Procedure

1. Using Printer Management Utility, register FTP servers (up to five).
☞ *"Registering FTP Servers" on page 8-48*

2. If "Use Proxy" was set to "Yes" in the FTP Server Registration page, set the proxy server.
☞ *"Setting the Proxy Server" on page 8-51*

3. Using Printer Management Utility, perform one-touch key registration or temporary key registration.
☞ *"Registering Destinations in Advance" on page 8-25*

4. Using this machine's control panel, select the files to be forwarded.
☞ *"Selecting the File to be Forwarded" on page 10-4*

5. Using this machine's control panel, specify the forward destination of the image data.
☞ *"Specifying the Forward Destination" on page 10-5*

6. On this machine's control panel, press the [Start] key.

   The image data in the box is forwarded to the FTP server.
   If a URL notification destination is specified, information indicating the storage location of the image data is sent by e-mail.

7 Using an FTP client application, retrieve the image data from the FTP server.

- If URL notification was not specified
  Use your FTP client application to directly access the FTP server and download the data from the folder containing the image data. You may need to enter a user name and a password to access the FTP server.
- If URL notification was specified
  Refer to the information written in the e-mail message and access the storage location of the image data. You may need to enter a user name and a password to access the FTP server.

...

Memo

Even if the URL notification destination was not specified when one-touch keys or temporary registration keys were registered using Printer Management Utility, you can specify the URL notification destination from this machine's control panel. (Refer to "URL Notification Using E-mail" on page 10-10.)

If the FTP server registration, proxy server configuration, and the registration of the destination are already done, perform steps 4 through 7.

10.10 Performing Forward to PC Operations

The image data in the box on the hard disk of this machine is forwarded to a computer using FTP.

Note

An FTP server application must be installed on the computer and the application must be running when the image data is being received.

10.10.1 Flow of Forwarding Operation

Procedure

1. Using Printer Management Utility, perform one-touch key registration or temporary key registration.
☞ *"Registering Destinations in Advance" on page 8-25*

2. Set the FTP application.
☞ *"Setting the FTP Application" on page 8-54*

3. Start up the FTP application on the computer.

4. Using this machine's control panel, select the files to be forwarded.
☞ *"Selecting the File to be Forwarded" on page 10-4*

5. Using this machine's control panel, specify the forward destination of the image data.
☞ *"Specifying the Forward Destination" on page 10-5*

6. On this machine's control panel, press the [Start] key.

   The image data in the box is forwarded to the application that receives the data using FTP.

7. Check the image data on the recipient computer.

Memo

If the registration of the destination and the FTP application configuration are already done, perform steps 3 through 7.

The forward destination to the computer is the root folder specified by the application. The destination cannot be specified from this machine.

11 Job Management

11.1 Print Job Management

This section provides details on print job management.

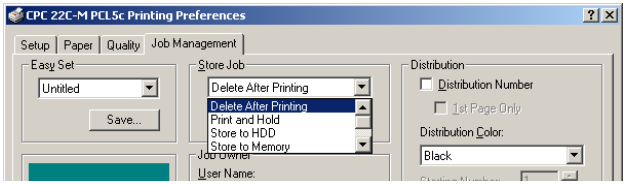
11.1.1 Specifying the Job Operation

You can specify the job operation on this machine by setting the printer driver.

Setup procedure

1 Open the printer driver setup dialog box. (Refer to *"Displaying the Printer Driver Setup Dialog Box" on page 5-1*.)

2 Click the "Job Management" tab, and the select the operation to be performed after processing from the **Store Job** drop-down list.



Delete After Printing	The job is deleted after it is printed. The job is deleted even if the reprint function is used on this machine.
Print and Hold	After printing, the job is temporarily held in the memory. The data is cleared when this machine is turned off. The job that is temporarily held in the memory can be recalled only when the reprint function is used on this machine. Refer to *"Print and Hold" on page 11-2*.
Store to HDD	If the optional hard disk is installed, the job is stored on the hard disk until it is deleted from this machine. Refer to *"Store to HDD" on page 11-3*.
Store to Memory	The job is stored in the memory until it is deleted from this machine. Refer to *"Store to Memory" on page 11-4*.
Proof and Print	Only a single copy of the job is printed, and the remaining copies are stored in the memory. The data is cleared if this machine is turned off. Refer to *"Proof and Print" on page 11-5*.
Lock Job	The job is not printed or stored in the memory until the password specified at the time of printing is entered on this machine's control panel. The data is cleared if this machine is turned off. Refer to *"Lock Job" on page 11-6*.

11.1.2 Print and Hold

If “Print and Hold” is specified and a job is printed, the job is temporarily held in this machine’s memory after it is printed. The job can be recalled if the reprint function is used on this machine.

The data held in the memory is cleared when this machine is turned off.

Setting the printer driver

1 In the printer driver setup dialog box, click the “Job Management” tab.

2 Select “Print and Hold” from the **Store Job** drop-down list.

Operations on this machine

1 From the control panel, touch [Job Control], then [Reprint] to display the list of jobs held in the memory.

2 Select the job that you wish to recall from the job list, and then touch [OK].

The job status changes to “Waiting Print”, and the job is queued to be printed.

For details, refer to the User’s Manual of this machine.
You can check the status of the job from the Job Log screen.

11.1.3 Store to HDD

If “Store to HDD” is specified and a job is printed, the job is saved on this machine’s hard disk. The job is not printed until it is recalled to the memory from the hard disk using this machine’s control panel, and its storage is cancelled after it is changed to a “Job Stored” job.

The data held on the hard disk is not cleared, even if this machine is turned off.

Note
To use the “Store to HDD” setting, an optional hard disk must be installed in this machine.

Setting the printer driver

1 In the printer driver setup dialog box, click the “Job Management” tab.

2 Select “Store to HDD” from the **Store Job** drop-down list.

Operations on this machine

1 From the control panel, touch [Job Control], then [HDD] to display the list of jobs stored on the hard disk.

2 From the job list, select the job that you wish to recall from the hard disk to the memory, and then touch [Open Job].

The job is recalled to the memory, and its status is set to “Job Stored”.

3 From the control panel, touch [Job Control], then [Hold Job] to display the stored job.

4 Select the job you wish to print, and then touch [OK].

The job status changes to “Waiting Print”, and the job is queued to be printed.

For details, refer to the User’s Manual of this machine.
You can check the status of the job from the Job Log screen.

11.1.4 Store to Memory

If “Store to Memory” is specified and a job is printed, the job is temporarily stored in this machine’s memory and is not printed until its storage is cancelled from this machine’s control panel.

The data held in the memory is cleared when this machine is turned off.

Setting the printer driver

1 In the printer driver setup dialog box, click the “Job Management” tab.

2 Select “Store to Memory” from the **Store Job** drop-down list.

Operations on this machine

1 From the control panel, touch [Job Control], then [Hold Job] to display the stored job.

2 Select the job you wish to print, and then touch [OK].

The job status changes to “Waiting Print”, and the job is queued to be printed.

For details, refer to the User’s Manual of this machine.
You can check the status of the job from the Job Log screen.

11.1.5 Proof and Print

If “Proof and Print” is selected when printing is set, a single copy is printed and the remaining copies of the job are stored in the memory. The remaining copies are not printed until job storage is cancelled from this machine’s control panel.

Setting the printer driver

1 In the printer driver setup dialog box, click the “Job Management” tab.

2 Select “Proof and Print” from the **Store Job** drop-down list.

Operations on this machine

1 Touch [Job Control], then [Hold Job] on this machine’s control panel to display the list of stored jobs.

2 Check the printing of the proof copy.
If you wish to print the remaining copies, select the job set to “Proof and Print” from the stored job list that appeared, and then touch [OK].
If you wish to cancel the remaining copies, touch [Delete].

11.1.6 Lock Job

If “Lock Job” is selected when printing is set, the job is not printed until the password specified at the time of printing is entered from this machine’s control panel. This setting is useful when printing important or confidential documents.

Operations on the computer

1 In the printer driver setup dialog box, click the “Job Management” tab.

2 Select “Lock Job” from the **Store Job** drop-down list.

3 Enter the unlocking code (four-digit number between 0000 and 9999) in the **Password** box.

Operations on this machine

After sending a job with “Lock Job” selected, unlock the job from this machine to start printing it. For details, refer to the User’s Manual of this machine.

1 From the control panel, touch [Job Control], then [Locked Jobs] to display a list of locked jobs.

2 From the list of locked jobs, select the job that you wish to unlock.

3 Using the keypad, enter the 4-digit password for unlocking the locked job.

The job status changes to “Waiting Print”, and the job is queued to be printed.

Memo

Touch [Increase Priority] to print the job ahead of others in the print queue. For details, refer to the User’s Manual of this machine.

You can check the status of the job on the Job Log screen.

11.1.7 Number of Jobs That Can Be Stored

A maximum of 50 jobs (specified using the copy, print, and scan functions) can be stored on this machine.

Memo

Up to five scan jobs can be stored.

Up to 49 print jobs can be stored. The remaining job is used by any operating copy or scan functions.

Jobs sent with the "Lock Job" setting selected are not included in the 50 job limit.

11.1.8 Identifying a Print Job by Name

You can assign names to jobs that are to be printed. The job names are displayed on this machine's control panel and in Printer Management Utility.

Setup procedure

1 In the printer driver setup dialog box, click the "Job Management" tab.

2 Enter the user name in the **User Name** box under **Job Owner** (up to 31 alphanumeric characters).

3 Enter the job name in the **Job Name** box under **Job Owner** (up to 31 alphanumeric characters).

Setting the default user name

A default user name can be registered and used rather than entering a user name for each job.

1 In the printer driver setup dialog box (refer to *"Displaying the Printer Driver Setup Dialog Box" on page 5-1*), click the "Device Option Setting" tab.

2 Enter the user name in the **Default User Name** box under **Job Owner** (up to 31 alphanumeric characters).

11.1.9 Transmitting a Print Job to This Machine When the Copy Track Mode Is Set

If the Copy Track mode is set on this machine, you must enter the access number (password) when printing a job. For the procedure on using the Copy Track functions to specify access numbers on this machine, refer to the User's Manual of this machine.

Transmission procedure

1 In the printer driver setup dialog box, click the "Job Management" tab.

2 Select the **Access Code** check box, and then enter the access number (password) in the **Access Number** box (8 digits between 00000001 and 99999998).

- A default access number can be registered and used rather than entering an access number for each job.

3 Send the job.

If the entered access number is a valid number on this machine, the job is printed and counted as a job for the account.

If an error occurs

If a print job is sent using an access number that is not available with the Copy Track mode of this machine or if a job is sent without the **Access Code** check box selected, proceed as follows.

1 The message "Job has been done improperly. Check the record." appears on this machine's control panel. The job is cancelled.

2 Touch [Job Log] in this machine's control panel, touch [Print Log], and then check the log.

11.1.10 Printing Pages with a Distribution Number

To identify each print job, a distribution number can be printed in the background.

Note

To use the distribution number function, the optional hard disk and 256 MB memory must be installed on this machine.

Procedure

1. In the printer driver setup dialog box, click the “Job Management” tab.
2. Select the **Distribution Number** check box under **Distribution**.
3. To print the distribution number only on the first page, select the **1st Page Only** check box.
4. Specify the color of the distribution number (red, blue, or black) from the **Distribution Color** list.
5. Enter the starting distribution number in the **Starting Number** box (1 to 999).

11.2 Job Operations on Printer Management Utility

You can also check the status of the job being processed by this machine from Printer Management Utility. You can also delete jobs and perform other operations.

For details, refer to the following pages.

- *"Active Job – Print" on page 12-17*
- *"Active Job – Scan" on page 12-19*
- *"Job History – Print" on page 12-20*
- *"Job History – Scan" on page 12-22*

12 Using Printer Management Utility

Printer Management Utility is a device control utility program provided by the HTTP server built into the printer controller. Start up a Web browser on a computer on the network and access Printer Management Utility to easily change the copier settings.

12.1 System Requirements

Network	Ethernet network and TCP/IP protocol
Computer application program	Web browser: Microsoft Internet Explorer Ver. 5.5 or later (JavaScript enabled) Netscape Communicator Ver. 4.5 or later (JavaScript enabled)

12.2 Accessing Printer Management Utility

Printer Management Utility can be accessed directly from a Web browser.

Procedure

1 Start up the Web browser.

2 In the Address bar, enter the IP address of this machine as shown below. Then, press the [Enter] key.
http://*<IP_address_for_copier>*/
Example: If the IP address of this machine is 192.168.0.10
http://192.168.0.10/

The initial page of Printer Management Utility appears.

...

Memo

Below is the URL after SSL/TLS is enabled.
https://<IP_address_for_copier>/

For the procedure to set the IP address of this machine, refer to "Setting the IP Address for This Machine" on page 6-2.

12.2.1 Operation

Printer Management Utility operation is identical to that for Internet Web pages. You can click a link on the page to jump to the link destination, or click the [Back] (or [Forward]) button to display the previous (or next) page.

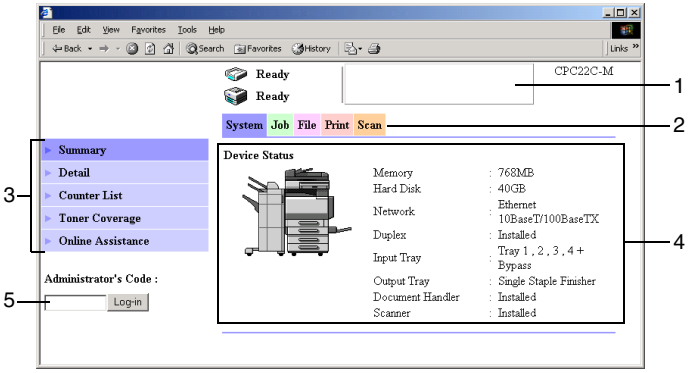
12.3 Page Structure

The page that appears immediately after Printer Management Utility is accessed is called the User mode page. All users can view this page. By entering the appropriate access code in the **Administrator's Code** box on the User mode page, you can display the Administrator mode page. (Refer to *"Logging in to Administrator Mode" on page 12-4*.)

The configuration of the Printer Management Utility page is shown below.

Memo

If you wish to change the display language of Printer Management Utility, log in to Administrator mode, and change the setting using "Printer Management Utility Setting" in the menu.



1. Status Display

The statuses of this machine's printer section and this machine's scanner section are displayed using icons and text.

The message "Ready" appears when this machine is operating normally.

If an error has occurred in this machine, the status of the problem/error and other error information are shown.

2. Tabs

The categories that can be controlled by Printer Management Utility are displayed. The following tabs are displayed in User mode.

- System
- Job
- File
- Print
- Scan

For details on each tab, refer to the following sections.

3. Menus

Information and settings for the selected tab are listed. The menus that appear vary depending on the tab that is selected.

4. Information and Settings Display

Details of the item selected from the menu are displayed.

5. Administrator's Code

Enter the administrator access code to log in to Administrator mode.

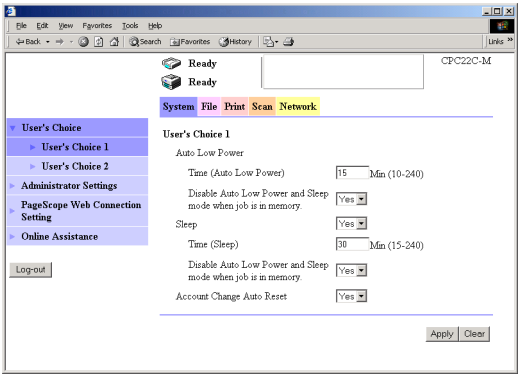
12.4 Logging in to Administrator Mode

You can switch between User mode and Administrator mode. However, you must enter Administrator mode to specify system configurations or network configurations.

Login procedure

➔ In the **Administrator's Code** box on the User mode page, enter the administrator password (administrator access code) of this machine, and then click the [Log-in] button.

The Administrator mode page appears.



To return to User mode, click the [Log-out] button.

...

Note

When logged in to Administrator mode, the control panel of this machine is locked and cannot be used.

Depending on the status of this machine, you may not be able to log in to Administrator mode.

When logged in to Administrator mode, if no operation is performed for a set length of time, a timeout occurs and you will automatically be logged out from Administrator mode. The timeout time is the time that is specified by the "Time (Panel Reset Timer)" item on the "Administrator Settings" page (page 12-36). If the time is set within the range of 1 to 5 minutes, the timeout time is set to 5 minutes. If "Panel Reset Timer" is set to "No", the timeout time is 10 minutes.

If the unauthorized access lock is enabled on this machine's control panel and you enter a wrong administrator's code three times, the login is determined to be invalid and you will no longer be able to log in to Administrator mode. To enable access, this machine must be restarted (turned off, then on again).

12.4.1 Cache Function of Web Browsers

Disabling the cache function of the Web browser

The newest information may not appear on the Printer Management Utility screen due to the cache function of the Web browser. In addition, problems indicated in the next section can occur when the cache function is used.

To prevent these problems from occurring, disable the cache function of the Web browser by carrying out the procedure below.

Note
The menus and commands may vary depending on the Web browser version, in which case refer to the help for the Web browser.

On Internet Explorer

1 From the “Tools” menu, choose “Internet Options”.

2 In the “General” tab, click [Settings] under “Temporary Internet files”.

3 Select “Every visit to the page” and click [OK].

On Netscape

1 From the “Edit” menu, choose “Preferences”.

2 In the “Category” box, choose “Advanced” and then “Cache”.

3 Under “Compare the page in the cache to the page on the network”, select “Every time I view the page”.

Problems that occur when using the cache function

If the cache function of the Web browser is used, problems may occur under the following conditions.

1 After logging into Administrator mode of Printer Management Utility, timeout time is not configured.

2 Then, try to access any menu.
The timeout message screen appears.

3 Click [OK].
The User mode page appears.

4 Log into Administrator mode of Printer Management Utility again.

5 Access the menu that you tried to access in step 2.

Since the cache function is activated, the timeout screen appears again. Clicking [OK] here causes the screen to enter User mode, but this machine's control panel is locked. In addition, you cannot log into Administrator mode of Printer Management Utility.

If this occurs, you can correct the problem by carrying out any of the procedures below.

- Wait until the actual timeout time elapses.
- Restart this machine (turn it off and back on).

To prevent this problem from occurring, disable the cache function of the Web browser by carrying out the procedure above or delete the temporary files by carrying out the procedure below.

Deleting temporary files

You can avoid the problem by deleting temporary files using the procedure below after step 3 (before logging into Administrator mode of Printer Management Utility again).

Note
The menus and commands may vary depending on the Web browser version, in which case refer to the help for the Web browser.

On Internet Explorer

1 From the "Tools" menu, choose "Internet Options".

2 In the "General" tab, click [Delete Files] under "Temporary Internet files".

3 Click the [OK] button.

On Netscape

1 From the "Edit" menu, choose "Preferences".

2 In the "Category" box, choose "Advanced" and then "Cache".

3 Click the [Clear Cache] button.

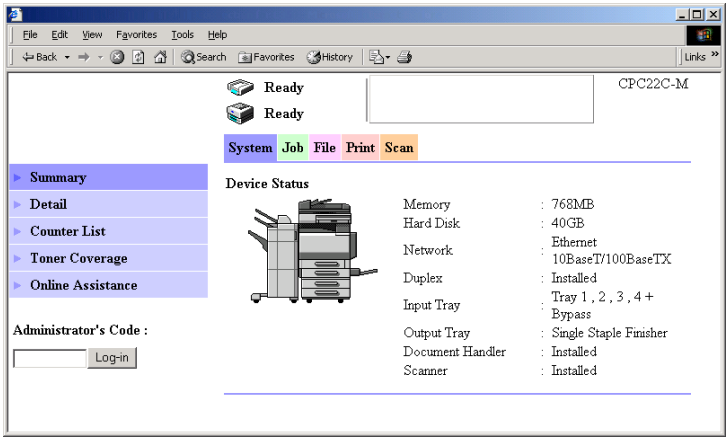
12.5 User Mode

12.5.1 System Tab

On the “System” tab, information concerning the system configuration of this machine and its settings are displayed.

Summary

This is the initial page that appears when you access http://<*IP_address_for_copier*>/ with your Web browser. You can also display this page by clicking **Summary** in the menu on the “System” tab. The Summary page shows the current system configuration and status of this machine.



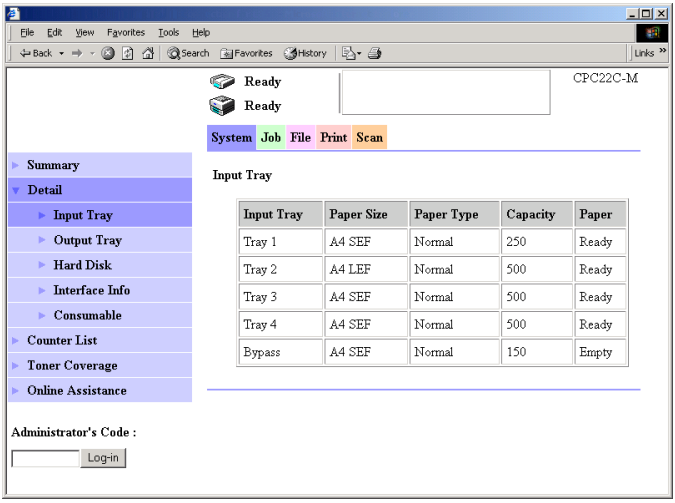
Device Status	This area uses graphics and text to show the configuration of options installed in this machine.

Detail – Input Tray

You can check the status of the paper drawers for this machine.

Procedure

➔ Click the “System” tab, click **Detail**, and then click **Input Tray** in the sub-menu that appeared.


File Edit View Favorites Tools Help
Back Search Favorites History Links
Ready
Ready
CPC22C-M
System Job File Print Scan
Summary
Detail
Input Tray
Output Tray
Hard Disk
Interface Info
Consumable
Counter List
Toner Coverage
Online Assistance
Input Tray
Input Tray | Paper Size | Paper Type | Capacity | Paper
Tray 1 | A4 SEF | Normal | 250 | Ready
Tray 2 | A4 LEF | Normal | 500 | Ready
Tray 3 | A4 SEF | Normal | 500 | Ready
Tray 4 | A4 SEF | Normal | 500 | Ready
Bypass | A4 SEF | Normal | 150 | Empty
Administrator's Code :
Log-in

Input Tray	Displays the paper drawer names. “Tray 1”, “Tray 2”, “Tray 3”, “Tray 4”, “LCT”, or “Bypass”
Paper Size	Displays the paper size that is set. The feed direction is displayed as “LEF” or “SEF”. Standard paper sizes: A3, A4, A5, A6, B4, B5, B6, 11 × 17, 11 × 14, Legal, Letter, 5.5 × 8.5, Executive, A3 Wide*, postcard, 4 × 6, 8K, or 16K Non-standard paper sizes: Displayed in unit of mm * You can specify the paper size using “A3 Wide Paper Size” on the Administrator Settings page (page 12-36) in Administrator mode.
Paper Type	Displays the paper type that is set. Plain Paper, Thick 1, Thick 2, Thick 3, Envelope, OHP, 2nd side Plain Paper, Thick 1 2nd-Side, Thick 2 2nd-Side, or Thick 3 2nd-Side In addition, if the paper properties are specified, “Plain Paper” (“Specialty”, etc.) is indicated. “Single Sided Only”, “High Quality Paper”, or “Specialty”
Capacity	Displays the capacity of the paper drawer in terms of the maximum capacity for plain paper.
Paper	Displays the amount of paper remaining in the paper drawer with the three levels shown below. “Ready”, “Near Empty”, or “Empty”

Detail – Output Tray

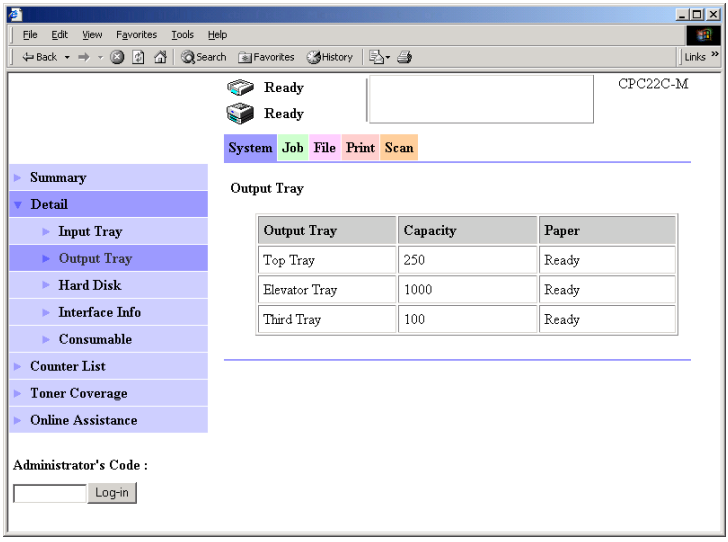
You can check the status the output trays of this machine.

Note

This page can be displayed only if an optional output tray is installed on this machine.

Procedure

➜ Click the “System” tab, click **Detail**, and then click **Output Tray** in the sub-menu that appeared.



Output Tray	Displays the trays for the option that is installed. If single staple finisher is installed: “Top Tray”, “Elevator Tray”, or “Third Tray” If folding finisher is installed: “Saddle Stack Tray” or “Elevator Tray”
Capacity	Displays the capacity in terms of the number of pages of plain paper of the A4/Letter size.
Paper	Displays the status of each tray as either “Ready” or “Full”.

Detail – Hard Disk

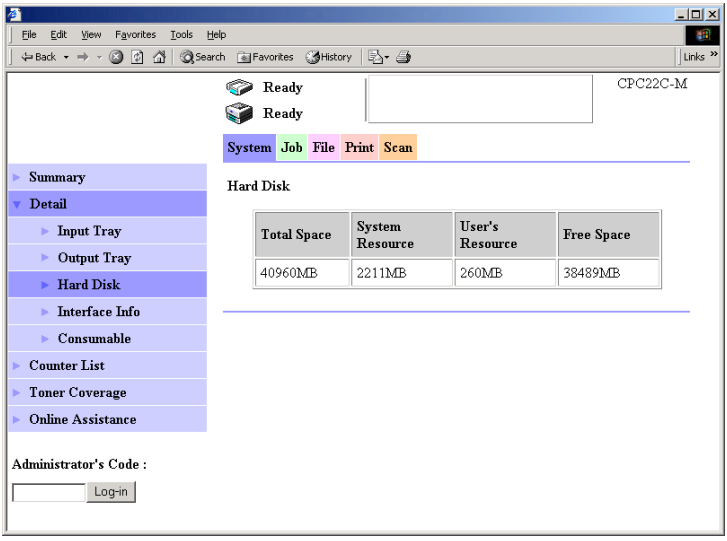
You can check the status of the hard disk of this machine.

Note

This page can be displayed only if the optional hard disk is installed on this machine.

Procedure

➔ Click the “System” tab, click **Detail**, and then click **Hard Disk** in the sub-menu that appeared.



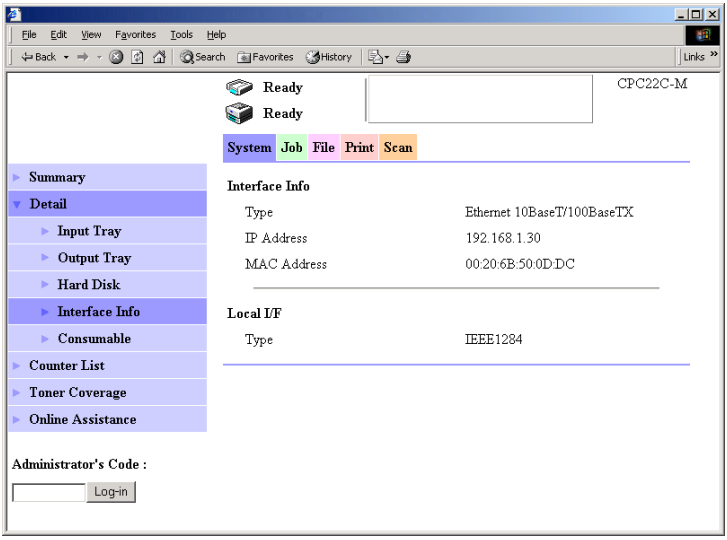
Total Space	Displays the size of the installed hard disk.
System Resource	Displays the amount of hard disk space used by the system.
User’s Resource	Displays the amount of hard disk space used by the user.
Free Space	Displays the amount of free hard disk space.

Detail – Interface Info

You can check the interface information for this machine.

Procedure

➜ Click the “System” tab, click **Detail**, and then click **Interface Info** in the sub-menu that appeared.



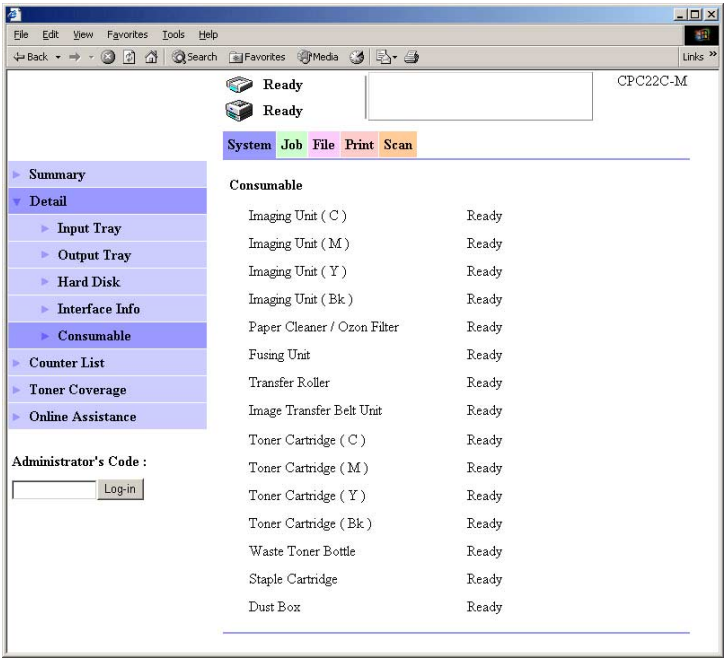
Interface Info	
Type	Displays the network type that can be used. “Ethernet 10Base-T/100Base-TX”
IP Address	Displays the assigned IP address.
MAC Address	Displays the MAC address of this machine.
Local I/F (This item appears only if the optional local interface kit is installed in this machine.)	
Type	Displays the local interface (IEEE1284) that can be used on this machine.

Detail – Consumable

You can check the consumable information for this machine.

Procedure

➔ Click the “System” tab, click **Detail**, and then click **Consumable** in the sub-menu that appeared.



Imaging Unit (C, M, Y, and Bk)	Displays imaging unit information. “Ready”, “Near Life”, or “Life”
Paper Cleaner/Ozone Filter	Displays the paper cleaner and ozone filter information. “Ready”, “Near Life”, or “Life”
Fusing Unit	Displays fusing unit information. “Ready”, “Near Life”, or “Life”
Transfer Roller	Displays the transfer roller unit information. “Ready”, “Near Life”, or “Life”
Image Transfer Belt Unit	Displays the image transfer belt unit information. “Ready”, “Near Life”, or “Life”
Toner Cartridge (C, M, Y, and Bk)	Displays the toner cartridge information for each color. “Ready”, “Near Empty”, or “Empty”
Waste Toner Bottle	Displays the waste toner bottle information. “Ready”, “Near Full”, or “Full”

Staple Cartridge	Displays the staple cartridge information only when a finisher with a staple function is installed. “Ready” or “Empty”
Dust Box	Displays the dust box information only when a finisher with a hole punch function is installed. “Ready” or “Full”

Note

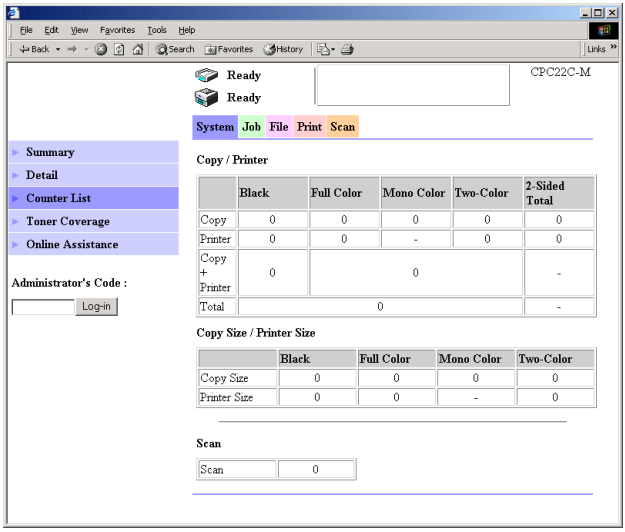
The status may not be displayed correctly if the consumables are not installed.

Counter List

You can check the counters that this machine manages.

Procedure

➔ Click the “System” tab, and then click **Counter List** in the menu.



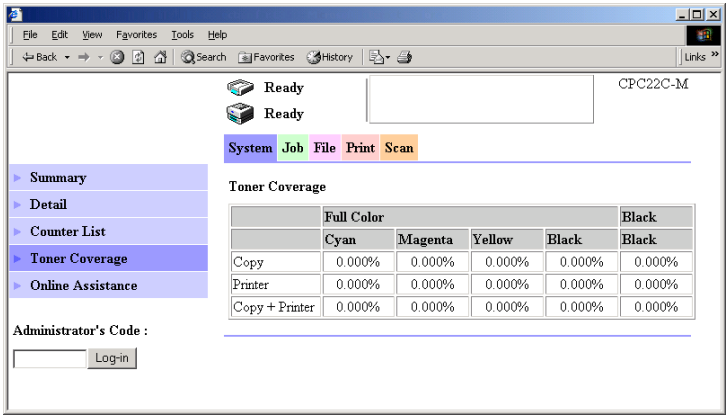
Copy/Printer	
Copy	Displays copy counter values for each color mode (Black, Full Color, Mono Color, and Two-Color) and for the duplex mode (2-Sided Total).
Printer	Displays print counter values for each color mode (Black, Full Color, Mono Color, and Two-Color) and for the duplex mode (2-Sided Total).
Copy + Printer	Displays copy and print counter values for each color mode (Black and Color).
Total	Displays the total output counter value (copy and print).
Copy Size/Printer Size	
Copy Size	Displays copy counter values for each color mode (Black, Full Color, Mono Color, and Two-Color) printed on large-sized paper.
Printer Size	Displays print counter values for each color mode (Black, Full Color, and Two-Color) printed on large-sized paper.
Scan	
Scan	Displays the scan counter.

Toner Coverage

You can check the total usage ratio of each color of toner.

Procedure

➔ Click the “System” tab, and then click **Toner Coverage** in the menu.



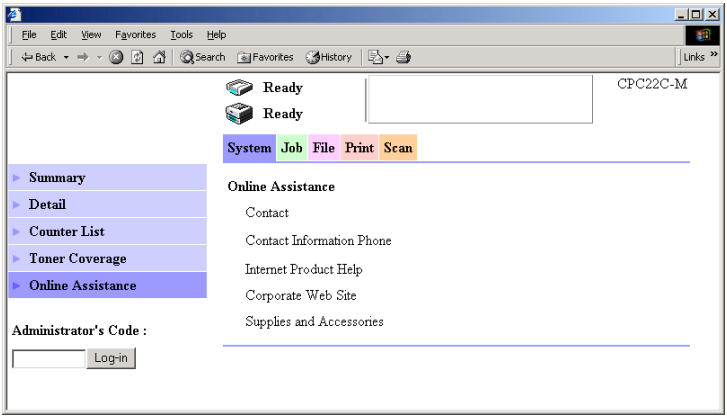
Copy	Displays the total average usage ratio for each color of toner during copying with each color mode.
Printer	Displays the total average usage ratio for each color of toner during printing with each color mode.
Copy + Printer	Displays the total average usage ratio for each color of toner during copying and printing with each color mode.

Online Assistance

You can check support information concerning the product.

Procedure

➔ Click the “System” tab, and then click **Online Assistance** in the menu.



Contact	Displays the contact for directing inquiries about the product.
Contact Information Phone	Displays the phone number that can be called for information on the product.
Internet Product Help	Displays the URL of the Web page concerning the product.
Corporate Web Site	Displays the URL of the manufacturer's Web site.
Supplies and Accessories	Displays information about the contact for ordering consumables.

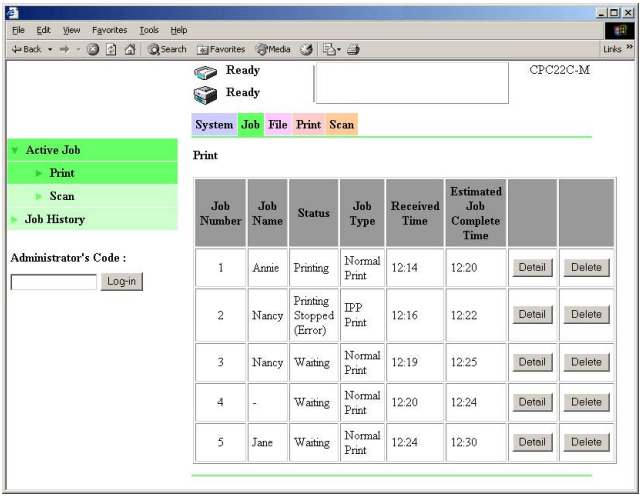
12.5.2 Job Tab

Active Job – Print

You can check or delete print jobs that are being printed or are queued to be printed.

Procedure

➜ Click the “Job” tab, click **Active Job**, and then click **Print** in the sub-menu that appeared.



Job Number	Displays the job number that was assigned when the job was registered in this machine.
Job Name	If you specified a user name in the printer driver, the user name is displayed.
Status	Displays the job status. “Printing”, “Waiting”, “Printing Stopped”, “Printing Stopped (Error)”, or “Receiving”
Job Type	Displays the print method of the job. “IPP Print”, “Normal Print”, or “Copy”
Received Time	Displays the time that the job was received.
Estimated Job Complete Time	Displays the estimated time of job completion.
[Detail] button	Click this button to display a page showing detailed information about the job.
[Delete] button	When this button is clicked, a confirmation page appears. If the [OK] button is clicked, the job is deleted. However, locked jobs cannot be deleted.

Information displayed when the [Detail] button is clicked

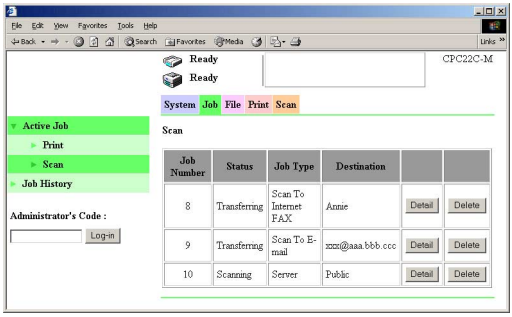
Account Number	If the Copy Track mode is set, the access code is displayed.
Error Information	Displays the detailed status of the job. If the job status is “Printing” or “Waiting”, “-” is displayed. If the job status is “Printing Stopped (Error)”, the error information is displayed. If an error has occurred in this machine, the error information is displayed.
Destination	Displays the output tray of the job. If single staple finisher is installed: “Top Tray”, “Elevator Tray”, or “Third Tray” If folding finisher is installed: “Saddle Stack Tray” or “Elevator Tray”
File Name	For a print job, the file name is displayed.
Number of Pages	Displays the number of pages per copy in the job.
Copy	Displays the number of output copies in the job.
[Delete] button	When this button is clicked, a confirmation page appears. If the [OK] button is clicked, the job is deleted.

Active Job – Scan

You can check or delete scan jobs that are being performed or are queued to be performed.

Procedure

➔ Click the “Job” tab, click **Active Job**, and then click **Scan** in the sub-menu that appeared.



Job Number	Displays the job number that was assigned when the job was registered in this machine.
Status	Displays the job status. “Scanning”, “Scanning Stopped”, “Scanning Stopped (Error)”, or “Transferring”
Job Type	Displays the job type. “Scan To E-mail”, “Scan to FTP” (includes Scan to FTP server and Scan to PC), “HDD”, “Scan To Internet FAX”, or “TWAIN”
Destination	Displays the destination of the job.
[Detail] button	Click this button to display a page showing detailed information about the job.
[Delete] button	When this button is clicked, a confirmation page appears. If the [OK] button is clicked, the job is deleted.

Information displayed when the [Detail] button is clicked

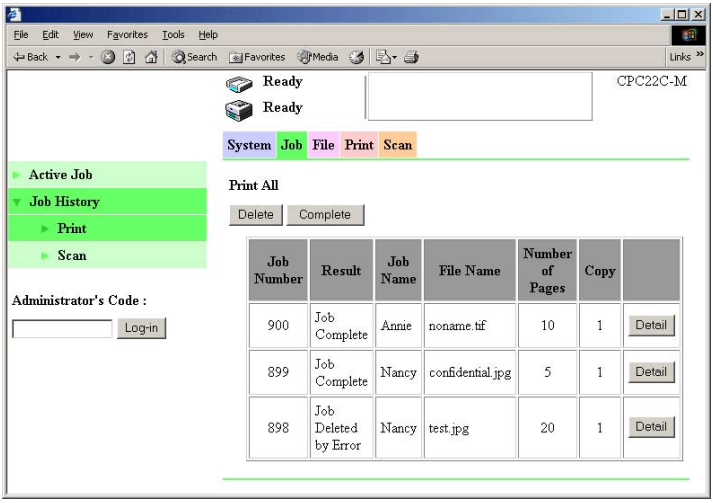
Account Number	If the Copy Track mode is set, the access code is displayed.
Error Information	Displays the detailed status of the job. If the job status is “Scanning” or “Waiting”, “-” is displayed. If the job status is “Scanning Stopped (Error)”, the error information is displayed. If an error has occurred in this machine, the error information is displayed.
Number of Pages	Displays the number of pages in the scan job.
Received Time	Displays the time when the job was registered in this machine.
[Delete] button	When this button is clicked, a confirmation page appears. If the [OK] button is clicked, the job is deleted.

Job History – Print

You can check the print job history that this machine manages.

Procedure

➔ Click the “Job” tab, click **Job History**, and then click **Print** in the sub-menu that appeared.



Job Number	Displays the job number that was assigned when the job was registered in this machine. The list is shown in descending order by job number (starting with the most recent job).
Result	Displays the operation result for the job. “Job Completed”, “Job Deleted by Error”, “Job Deleted by User”, “Staple Canceled”, “Punch Canceled”, “Paper Fold Canceled”, or “Mode Canceled”
Job Name	If you specified a user name in the printer driver, the user name is displayed.
File Name	For a print job, the file name is displayed.
Number of Pages	Displays the number of pages per copy in the job.
Copy	Displays the number of output copies in the job.
[Detail] button	Click this button to display a page showing detailed information about the job.
[Delete] button	Click this button to display the history for jobs that have been deleted by this machine or jobs that have been deleted by the user.
[Complete] button	Click this button to display the history for jobs that have been completed normally.

Information displayed when the [Detail] button is clicked

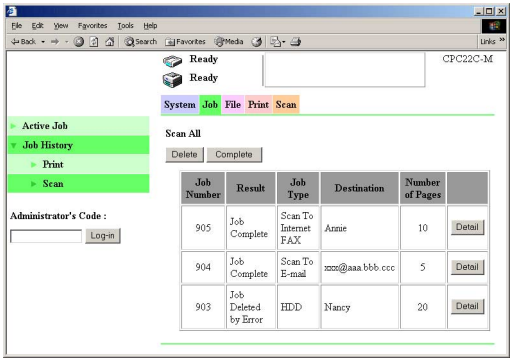
Account Number	If the Copy Track mode is set, the access code is displayed.
Error Information	Displays the detailed status of the job. If the job status is “Job Completed”, “-” is displayed. If the job status is “Staple Canceled”, “Punch Canceled”, “Paper Fold Canceled”, or “Mode Canceled”, the error information is displayed. If the job ended due to an error, the error information is displayed.
Destination	Displays the output tray of the job. If single staple finisher is installed: “Top Tray”, “Elevator Tray”, or “Third Tray” If folding finisher is installed: “Saddle Stack Tray” or “Elevator Tray”
Received Time	Displays the time when the job was registered in this machine.
Completed Time	Displays the time when the job was completed.
File Type	For a print job, the output data format of the job is displayed.

Job History – Scan

You can check the scan job history that this machine manages.

Procedure

➔ Click the “Job” tab, click **Job History**, and then click **Scan** in the sub-menu that appeared.



Job Number	Displays the job number that was assigned when the job was registered in this machine. The list is shown in descending order by job number (starting with the most recent job).
Result	Displays the operation result for the job. “Job Completed”, “Job Deleted by Error”, or “Job Deleted by User”
Job Type	Displays the transmission method for the job. “Scan To E-mail”, “Scan to FTP” (includes Scan to FTP Server and Scan to PC), “HDD”, “Scan To Internet FAX”, or “TWAIN”
Destination	Displays the destination of the job.
Number of Pages	Displays the number of pages per copy in the job.
[Detail] button	Click this button to display a page showing detailed information about the job.
[Delete] button	Click this button to display the history for jobs that have been deleted by this machine or jobs that have been deleted by the user.
[Complete] button	Click this button to display the history for jobs that have been completed normally.

Information displayed when the [Detail] button is clicked

Account Number	If the Copy Track mode is set, the access code is displayed.
Received Time	Displays the time when the job was registered in this machine.
Completed Time	Displays the time when the job was completed.
Error Information	Displays the detailed status of the job. If the job status is “Job Completed”, “-” is displayed. If the job status is “Job Deleted by Error”, the error information is displayed. If the job ended due to an error, the error information is displayed.

12.5.3 File Tab

Note

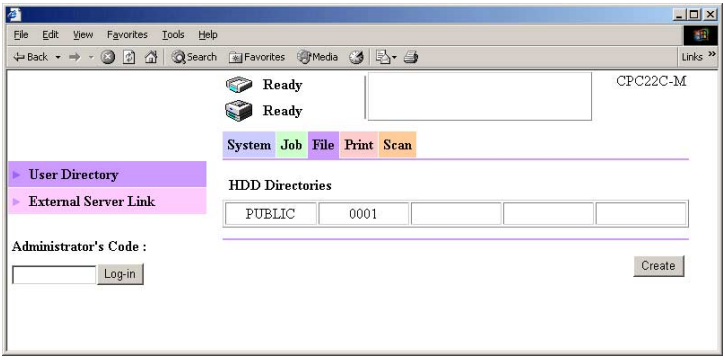
The "File" tab appears only if the optional hard disk is installed in this machine.

User Directory

You can create user boxes, check the files in the boxes ("PUBLIC" box or user box), and download files.

Procedure

➔ Click the "File" tab, and then click **User Directory** in the menu.



HDD Directories	Displays the "PUBLIC" box and user box names that are registered. Click a box name to display a list of files in the box. To display files in boxes other than the "PUBLIC" box, a password is required.
[Create] button	Used to create new user boxes (up to 199 boxes). Click the [Create] button to display the Create User Directory page. For details on creating user boxes, refer to *"Creating User Boxes" on page 8-57*.

Note

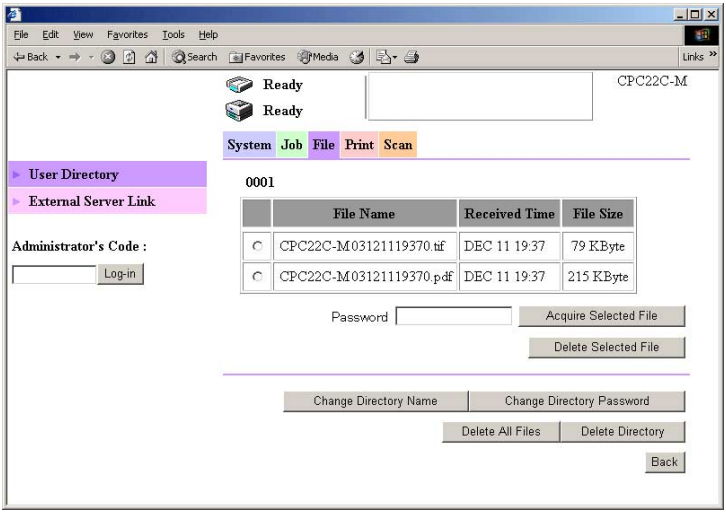
The boxes may not appear in some cases, such as when backup or restore is in progress using BOX Utility.

File list page

Select a box on the **User Directory** page.

For the “PUBLIC” box, the file list page appears.

For a user box, a page for entering a password appears. Enter the password, and then click the [OK] button to display the file list page.



File Name	Displays the names of files stored in the box.
Received Time	Displays the date and time when the file was stored in the box.
File Size	Displays the size of the file stored in the box.
[Previous], [Next] button	Up to 20 files are displayed on a page. If there are more than 20 files, these keys are used to view other pages.
[Acquire Selected File] button	Downloads the selected files to the computer. If the unauthorized access lock is enabled, enter the password for the user box in the “Password” box. (Internet Explorer 6 SP1 or later recommended)
[Delete Selected File] button	Deletes the selected files from this machine’s hard disk. When this button is clicked, a confirmation page appears. If the [OK] button is clicked, the files are deleted.
[Delete All Files] button	Deletes all of the files currently displayed. When this button is clicked, a confirmation page appears. If the [OK] button is clicked, the files are deleted.

In a file list for a user box, the following buttons also appear.	
[Change Directory Name] button	Changes the name assigned to the user box. If this button is clicked, a page for changing the box name appears.
[Change Directory Password] button	Changes the password assigned to the user box. If this button is clicked, a page for changing the password appears.
[Delete Directory] button	Deletes the user box currently displayed. When this button is clicked, a confirmation page appears. If the [OK] button is clicked, the user box is deleted.

Note

If the unauthorized access lock is enabled on this machine's control panel and you enter a wrong administrator's code three times, the login is determined to be invalid and you will no longer be able to access the user box. To enable access, this machine must be restarted (turned off, then on again) or release the access lock on this machine's control panel.

The files may not appear in some cases, such as when backup or restore is in progress using BOX Utility.

While a user box or file is being accessed from Printer Management Utility, BOX Utility, or the control panel, you cannot acquire files, delete boxes/files, change the user box names, or change passwords.

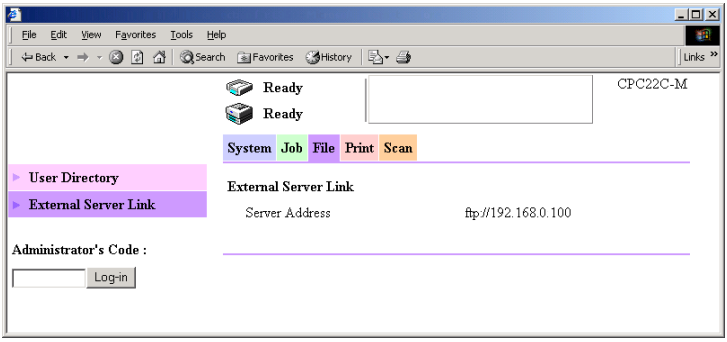
Even if you change the user box name or delete the box, a user box specified as "File (Scan To HDD)" during one-touch registration or temporary registration does not change. If necessary, change the one-touch registration or temporary registration settings.
If a user box specified using one-touch key registration or temporary registration is deleted and you check the registration information on Printer Management Utility, it will appear as though the "PUBLIC" box is selected. However, the actual registration has not been changed. Register the information again.

External Server Link

You can check FTP servers that are registered, and make an FTP connection.

Procedure

➔ Click the “File” tab, and then click **External Server Link** in the menu.



Server Address	Of the FTP servers registered in Administrator mode, only those that have “External Server Link” set to “Yes” are displayed. Double-click the server address to access the FTP server.

Memo

“External Server Link” uses “anonymous” to access the FTP server.

For the registration procedure of servers, refer to “Registering FTP Servers” on page 8-48 and “FTP Server – FTP Server Registration” on page 12-63.

12.5.4 Print Tab

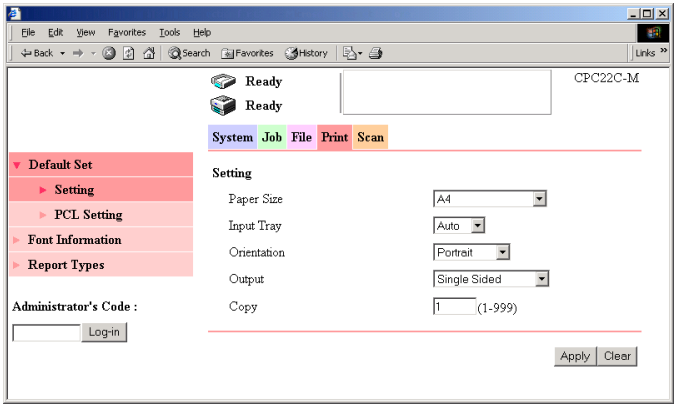
Default Set – Setting

You can specify general default settings for the printer.

If a print job whose settings are not specified is received, the settings specified here are used for printing.

Procedure

➜ Click the “Print” tab, click **Default Set**, and then click **Setting** in the sub-menu that appeared.



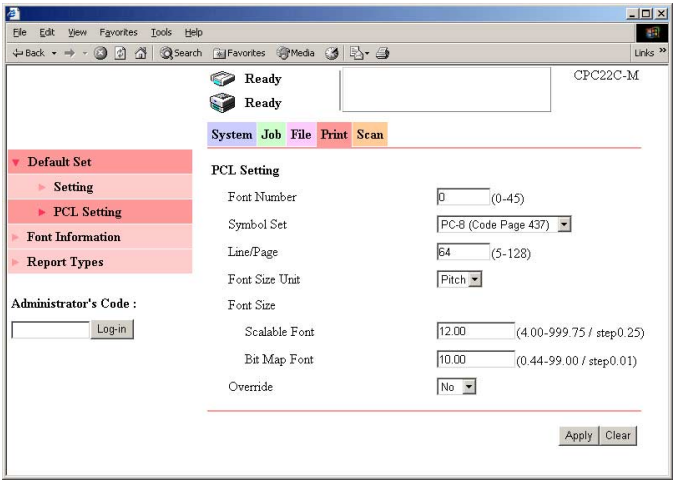
Page Size	The default paper size specified here is used when this machine receives a print job with no paper size specified. Settings: “A3”, “A4”, “A5”, “A6”, “B4”, “B5”, “B6”, “11 × 17”, “11 × 14”, “Legal”, “Letter”, “Executive”, “5 1/2 × 8 1/2”, “Post Card”, “203 × 330”, “16K”, “8K”, “envelope B5”, “envelope Com10”, “envelope C5”, “envelope DL”, or “envelope Monarch”
Input Tray	If this machine receives a print job with no specified input tray, the default input tray specified here is used. Settings: “Auto”, “Tray 1”, “Tray 2”, “Tray 3”, “Tray 4”, or “LCT”
Orientation	If this machine receives a print job with no specified orientation, the default orientation specified here is used. Settings: “Portrait” or “Landscape”
Output	If this machine receives a print job with no specified duplex setting, the default duplex setting specified here is used. Settings: “Single Sided”, “Long Edge Binding” or “Short Edge Binding” (“Single Sided” is available only if the duplex print unit is not installed.)
Copy	If this machine receives a print job with no specified number of copies, the default number of copies specified here is used. Settings: 1 to 999

Default Set – PCL Setting

You can specify default settings for PCL.

Procedure

➔ Click the “Print” tab, click **Default Set**, and then click **PCL Setting** in the sub-menu that appeared.



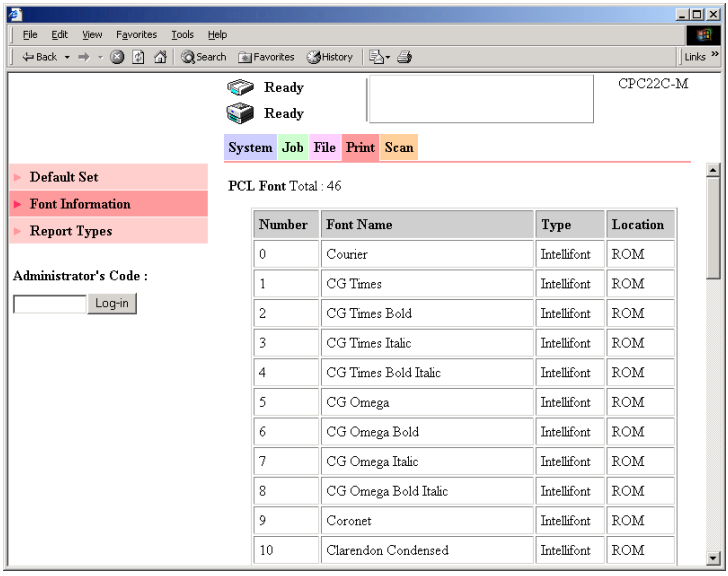
Font Number	Set the default font number. Settings: 0 to 45
Symbol Set	Set the default symbol set.
Line/Page	Set the default number of lines per page. Settings: 5 to 128
Font Size Unit	Set the default font size unit. Settings: Pitch or Point
Font Size (Scalable Font)	Set the default scalable font size. Settings: 4.00 to 999.75 (in units of 0.25)
Font Size (Bit Map Font)	Set the default bitmap font size. Settings: 0.44 to 99.00 (in units of 0.01)
Override	Set whether A4 paper is used if Letter paper is not loaded, or Letter paper is used if A4 paper is not loaded. Settings: “Yes” or “No”

Font Information

You can check the list of PCL fonts.

Procedure

➔ Click the “Print” tab, and then click **Font Information** in the menu.


File Edit View Favorites Tools Help
Back Search Favorites History Links
Ready
Ready
CPC22C-M
System Job File Print Scan
Default Set
Font Information
Report Types
Administrator's Code :
Log-in
PCL Font Total : 46
Number Font Name Type Location
0 Courier Intellifont ROM
1 CG Times Intellifont ROM
2 CG Times Bold Intellifont ROM
3 CG Times Italic Intellifont ROM
4 CG Times Bold Italic Intellifont ROM
5 CG Omega Intellifont ROM
6 CG Omega Bold Intellifont ROM
7 CG Omega Italic Intellifont ROM
8 CG Omega Bold Italic Intellifont ROM
9 Coronet Intellifont ROM
10 Clarendon Condensed Intellifont ROM

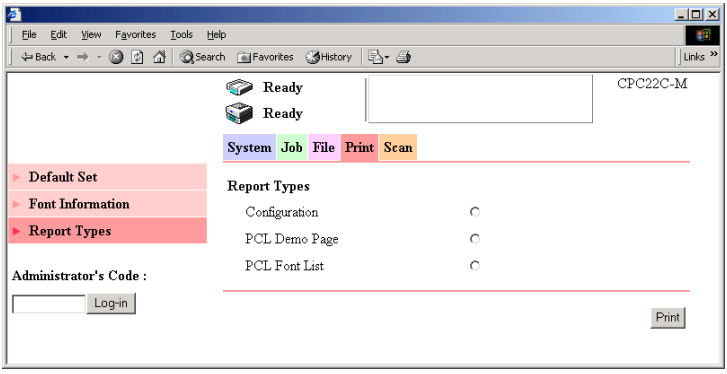
A list of PCL fonts is displayed.

Report Types

You can print various configuration information, the PCL demo page, and the PCL font information.

Procedure

➔ Click the “Print” tab, and then click **Report Types** in the menu.



Configuration	Select to print the device configuration information.
PCL Demo Page	Select to print the PCL demo page.
PCL Font List	Select to print the PCL font list.
[Print] button	Select the report that you wish to print, and then click the [Print] button to print the selected page.

Note

There are cases when reports cannot be printed, such as when this machine is processing a job.

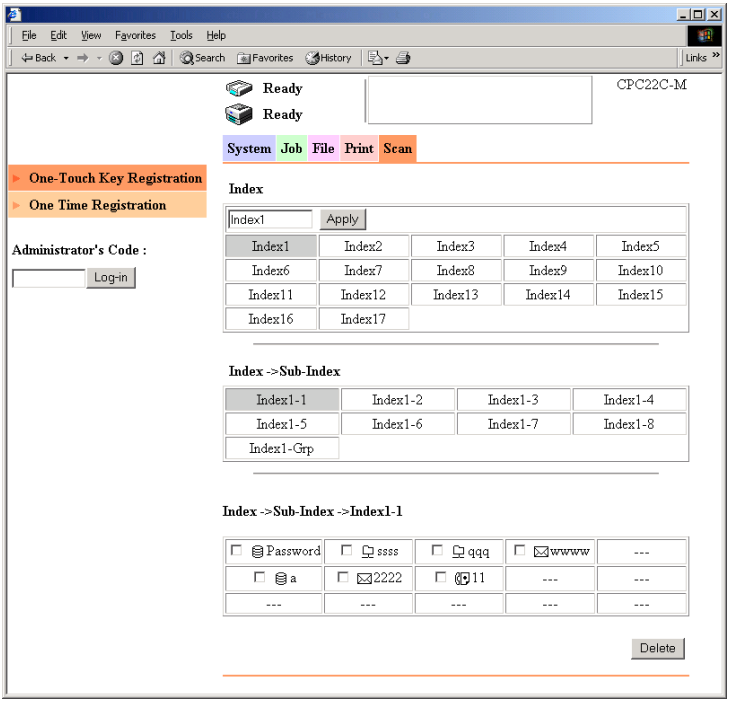
12.5.5 Scan Tab

One-Touch Key Registration

You can specify one-touch registration settings.

Procedure

➜ Click the “Scan” tab, and then click **One-Touch Key Registration** in the menu.



Index	Displays the assigned index names. You can select an index and change the name.
[Apply] button	Applies the index name change.
Sub-Index	Displays sub-indexes in the index. Select “Grp” (group) to register the destination in a group. You can register groups for Scan to E-mail and Internet FAX operations.

Destination	Displays an icon indicating the transmission method for the one-touch key.	
		Scan to E-mail icon
		Scan to FTP Server/Scan to PC icon
		Scan to HDD icon
		Scan to Internet FAX icon
	---	Not registered
[Delete] button	Deletes the selected one-touch key.	

Memo

For the registration procedure of one-touch keys, refer to "One-Touch Key Registration" on page 8-25.

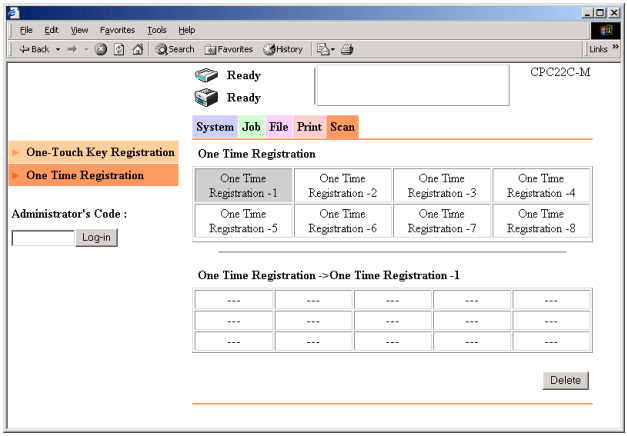
The number of one-touch keys that can be registered in an index is 120 for individuals and 15 for groups. However, the total number of 60 group registrations cannot be exceeded.

One Time Registration

You can specify settings for temporary registration keys.

Procedure

➔ Click the “Scan” tab, and then click **One Time Registration** in the menu.



One Time Registration area	Displays “One Time Registration-1” to “One Time Registration-8”.	
Destination	Displays an icon indicating the transmission method for the temporary registration.	
		Scan to E-mail icon
		Scan to FTP Server/Scan to PC icon
		Scan to HDD icon
		Scan to Internet FAX icon
	---	Not registered
[Delete] button	Deletes the selected temporary registration key.	

Memo

For the temporary registration procedure, refer to “Temporary Registration” on page 8-29.

Temporary registrations can be registered in the areas of “One Time Registration-1” to “One Time Registration-8”. Up to 15 destinations can be registered in each area.

12.6 Administrator Mode

In Administrator mode, you can configure the system for this machine.

For the procedure for logging in to Administrator mode, refer to *"Logging in to Administrator Mode" on page 12-4*.

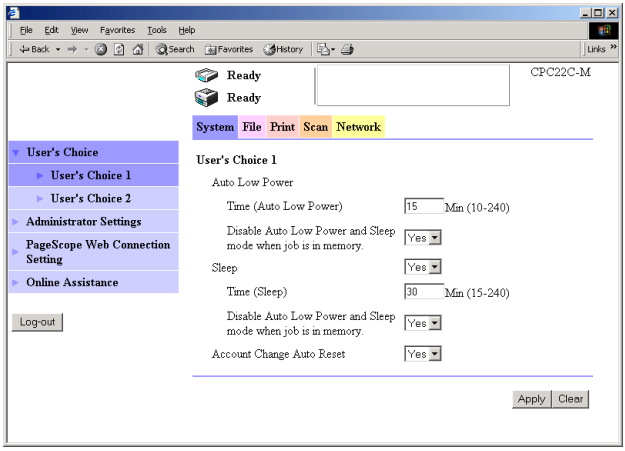
12.6.1 System Tab

User's Choice – User's Choice 1

You can specify settings for this machine.

Procedure

➔ Click the "System" tab, click **User's Choice**, and then click **User's Choice 1** in the sub-menu that appeared.


File Edit View Favorites Tools Help
Back Search Favorites History Links
Ready
Ready
CPC22C-M
System File Print Scan Network
User's Choice
User's Choice 1
User's Choice 2
Administrator Settings
PageScope Web Connection Setting
Online Assistance
Log-out
User's Choice 1
Auto Low Power
Time (Auto Low Power) 15 Min (10-240)
Disable Auto Low Power and Sleep mode when job is in memory. Yes
Sleep Yes
Time (Sleep) 30 Min (15-240)
Disable Auto Low Power and Sleep mode when job is in memory. Yes
Account Change Auto Reset Yes
Apply Clear

Time (Auto Low Power)	Set the time until this machine enters Low Power (Power Save) mode. Settings: 10 to 240 (minutes)
Disable Auto Low Power and Sleep mode when job is in memory.	Set whether this machine will enter Low Power (Power Save) mode if there are locked jobs or jobs in the memory. Settings: "Yes" or "No"
Sleep	Set whether this machine will enter Sleep mode. Displayed only when the "Disable Sleep Mode" function on this machine is set to "Yes". Settings: "Yes" or "No"
Time (Sleep)	Set the time until this machine enters sleep mode. Settings: 15 to 240 (minutes)
Disable Auto Low Power and Sleep mode when job is in memory.	Set whether this machine will enter Sleep mode if there are locked jobs or jobs in the memory. Settings: "Yes" or "No"

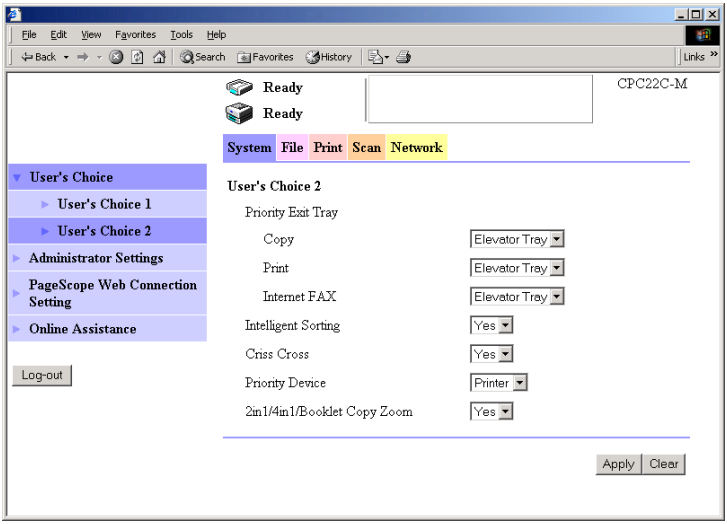
Account Change Auto Reset	If set to “Yes”, this machine determines that the user has changed when the optional key counter is removed, and clears the specified settings. Settings: “Yes” or “No”

User’s Choice – User’s Choice 2

You can specify settings for this machine.

Procedure

➜ Click the “System” tab, click **User’s Choice**, and then click **User’s Choice 2** in the sub-menu that appeared.



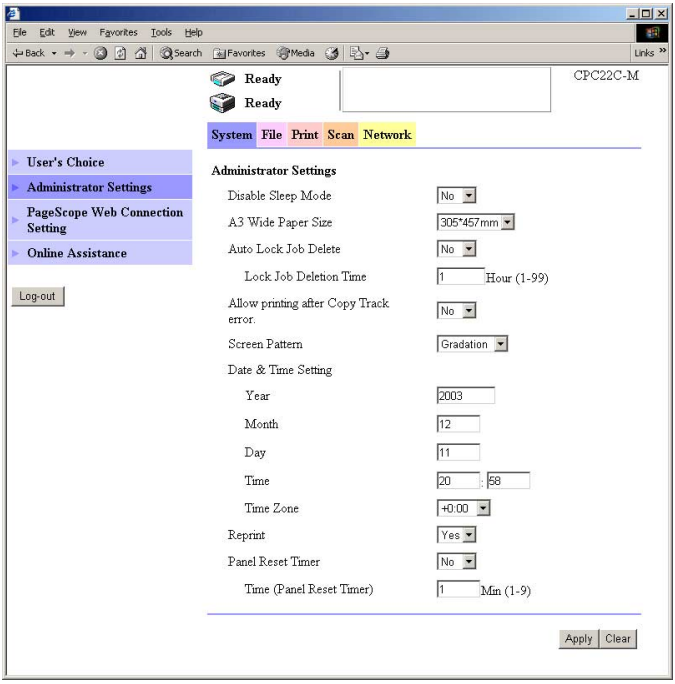
Priority Exit Tray	Set the output tray that is given priority when single staple finisher is installed. Copy: “Top Tray”, “Elevator Tray”, or “Third Tray” Print: “Top Tray”, “Elevator Tray”, or “Third Tray” Internet FAX: “Top Tray”, “Elevator Tray”, or “Third Tray”
Intelligent Sorting	Set the function that automatically selects Sort or Non-Sort. Settings: “Yes” or “No”
Criss Cross	Set the function that performs crisscross sorting, where the direction of each copy of the document is stacked alternately when paper in both the portrait and landscape orientations are loaded. Settings: “Yes” or “No”
Priority Device	Set the print operation start time when a computer print job is received. Settings: “Printer” or “Copier”
2in1/4in1/Booklet Copy Zoom	Set the function that automatically selects the zoom ratio when a 2in1 or 4in1 setting is selected. Settings: “Yes” or “No”

Administrator Settings

You can specify administrator settings for this machine.

Procedure

➔ Click the “System” tab, and then click **Administrator Settings** in the menu.



Disable Sleep Mode	Set whether to disable Sleep mode. Settings: “Yes” or “No”
A3 Wide Paper Size	Set the paper size that this machine identifies as A3 Wide paper. Settings: 311 × 457 mm or 305 × 457 mm
Auto Lock Job Delete	Set whether to delete locked jobs when the time specified in the “Lock Job Deletion Time” box is reached. Settings: “Yes” or “No”
Lock Job Deletion Time	Set the time until locked jobs are deleted. Settings: 1 to 99 (hours)
Allow printing after Copy Track error.	Set whether the job can be processed with another access number when the copy limit has been reached. Settings: “Yes” or “No”

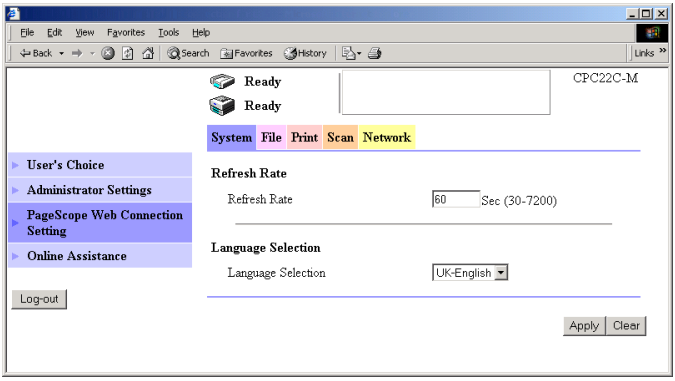
Screen Pattern	Set the screen pattern that is used when printing data from a computer. Settings: “Gradation” or “Resolution”
Date & Time Setting	Set the date and time by entering the appropriate values in the “Year”, “Month”, “Day”, “Time”, and “Time Zone” boxes.
Reprint	Set whether to enable the reprint function. Displayed only when the reprint function is enabled on this machine. Settings: “Yes” or “No”
Panel Reset Timer	Set whether the auto panel reset operation is performed for this machine. Settings: “Yes” or “No”
Time (Panel Reset Timer)	Set the time until the auto panel reset operation is performed for this machine. Settings: 1 to 9 (minutes)

Printer Management Utility Setting

You can specify Printer Management Utility settings.

Procedure

➔ Click the “System” tab, and then click **Printer Management Utility Setting** in the menu.



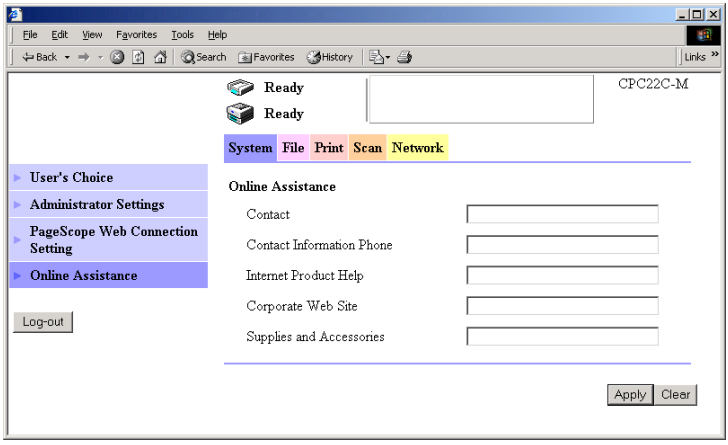
Refresh Rate	Set the refresh rate for Printer Management Utility pages. Settings: 30 to 7200 (seconds)
Language Selection	Set the display language of Printer Management Utility. Settings: “US-English”, “UK-English”, “German”, “French”, “Italian”, “Dutch”, “Spanish”, “Danish”, “Czech”, or “Japanese”

Online Assistance

You can specify various support information.

Procedure

➔ Click the “System” tab, and then click **Online Assistance** in the menu.



Contact	Enter the contact for directing inquiries about the product.
Contact Information Phone	Enter the phone number that can be called for information on the product.
Internet Product Help	Enter the URL of the Web page concerning the product.
Corporate Web Site	Enter the URL of the manufacturer's Web site.
Supplies and Accessories	Enter the contact for ordering consumables.

12.6.2 File Tab

Note

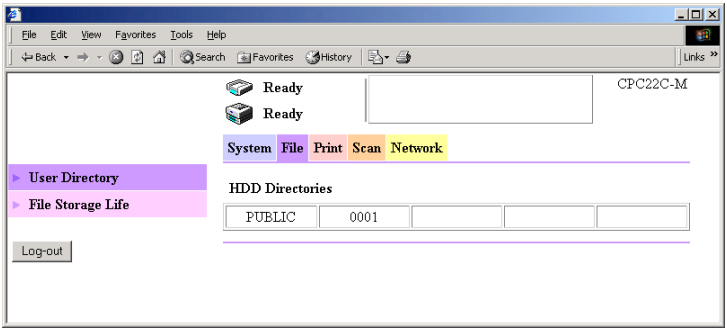
The “File” tab appears only if the optional hard disk is installed in this machine.

User Directory

You can check the files in the boxes (“PUBLIC” box or user box).

Procedure

➔ Click the “File” tab, and then click **User Directory** in the menu.



HDD Directories	Displays the “PUBLIC” box and user box names that are registered. Click a box name to display a list of files in the box.

Note

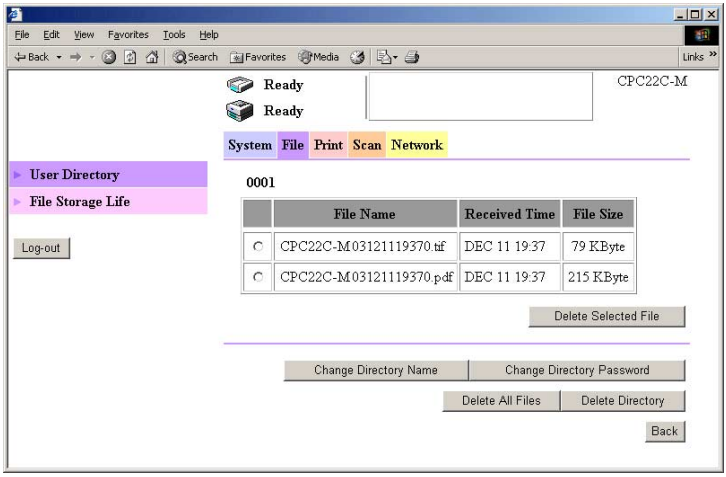
The boxes may not appear in some cases, such as when backup or restore is in progress using BOX Utility.

File list page

Select a box on the **User Directory** page.

For the “PUBLIC” box, the file list page appears.

For a user box, a page for entering a password appears.
Enter the password, and then click the [OK] button to display the file list page.



File Name	Displays the names of files stored in the box.
Received Time	Displays the date and time when the file was stored in the box.
File Size	Displays the size of the file stored in the box.
[Previous], [Next] button	Up to 20 files are displayed on a page. If there are more than 20 files, these keys are used to view other pages.
[Delete Selected File] button	Deletes the selected files from this machine’s hard disk. When this button is clicked, a confirmation page appears. If the [OK] button is clicked, the files are deleted.
[Delete All Files] button	Deletes all of the files currently displayed. When this button is clicked, a confirmation page appears. If the [OK] button is clicked, the files are deleted.

For a file list for a user box, the following buttons are also displayed.	
[Change Directory Name] button	Changes the name assigned to the user box. If this button is clicked, a page for changing the box name appears.
[Change Directory Password] button	Changes the password assigned to the user box. If this button is clicked, a page for changing the password appears.
[Delete Directory] button	Deletes the user box that is currently displayed. When this button is clicked, a confirmation page appears. If the [OK] button is clicked, the user box is deleted.

Note

The files may not appear in some cases, such as when backup or restore is in progress using BOX Utility.

While a user box or file is being accessed from Printer Management Utility, BOX Utility, or the control panel, you cannot delete boxes/files, change the user box names, or change passwords.

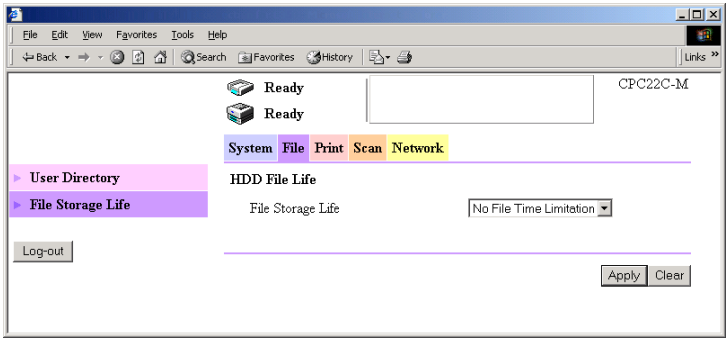
Even if you change the user box name or delete the box, a user box specified as "File (Scan To HDD)" during one-touch registration or temporary registration does not change. If necessary, change the one-touch registration or temporary registration settings.
If a user box specified using one-touch key registration or temporary registration is deleted and you check the registration information on Printer Management Utility, it will appear as though the "PUBLIC" box is selected. However, the actual registration has not been changed. Register the information again.

File Storage Life

You can set the storage period for files saved on the hard disk.

Procedure

➔ Click the “File” tab, and then click **File Storage Life** in the menu.



File Storage Life	Specify the storage period for files on the hard disk. (Valid only for files saved to the hard disk using Scan to HDD.) Settings: “No File Time Limitation”, “1 day”, “2 days”, “3 days”, “4 days”, “5 days”, “6 days”, or “7 days”

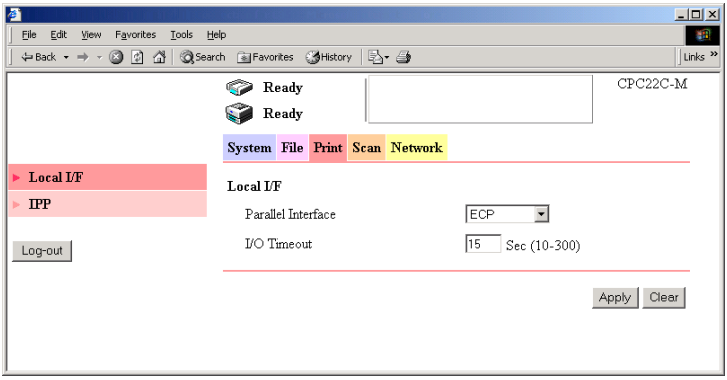
12.6.3 Print Tab

Local I/F

You can specify local interface settings.

Procedure

➔ Click the “Print” tab, and then click **Local I/F** in the menu.



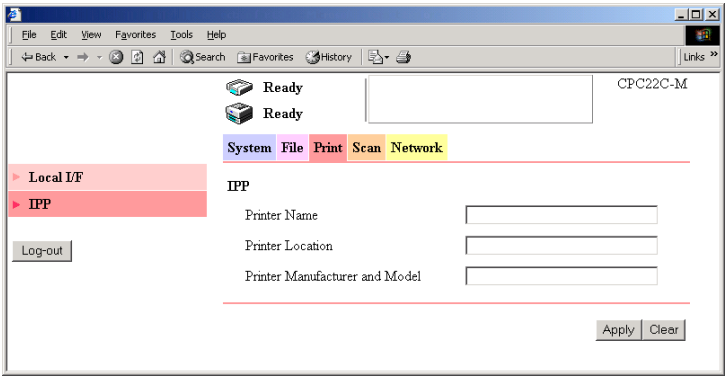
Parallel Interface	Set the communication mode. This only appears when the optional local interface kit is installed in this machine. Settings: “Compatible”, “Nibble”, or “ECP”
I/O Timeout	Set the connection timeout. Settings: 10 to 300 (seconds)

IPP

You can specify IPP print settings.

Procedure

➔ Click the “Print” tab, and then click **IPP** in the menu.



Printer Name	Set the printer name. Settings: Up to 127 characters (alphanumeric characters only)
Printer Location	Set the printer location. Settings: Up to 127 characters (alphanumeric characters only)
Printer Manufacturer and Model	Set the printer manufacturer information. Settings: Up to 127 characters (alphanumeric characters only)

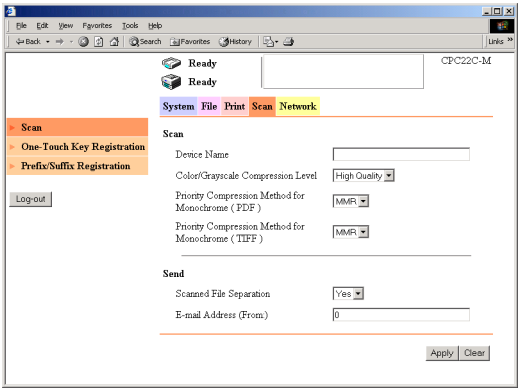
12.6.4 Scan Tab

Scan

You can specify scan and transmission settings.

Procedure

➔ Click the “Scan” tab, and then click **Scan** in the menu.



Scan	
Device Name	Enter the device name for this machine. The name entered here is the character string that is attached at the beginning of image file names created by the scan functions. Settings: Up to 36 characters Refer to *“File Name” on page 8-4*.
Color/Grayscale Compression Level	Select the image compression mode. Settings: “High Quality”, “Normal”, or “Economy”
Priority Compression Method for Monochrome (PDF)	Select the priority compression method for PDF files. Settings: “MH” or “MMR”
Priority Compression Method for Monochrome (TIFF)	Select the priority compression method for TIFF files. Settings: “MH” or “MMR”
Send	
Scanned File Separation	Set the segmentation method (in units of pages) when the maximum size is exceed during Scan to E-mail and Scan to Internet FAX operations. Settings: “Yes” or “No” For Scan to E-mail, refer to *“Binary Division and Scanned File Separation” on page 8-43*. For Scan to Internet FAX, refer to *“Binary Division and Scanned File Separation” on page 8-68*.
E-mail Address (From:)	Specify the sender’s e-mail address (From address) that is used for e-mail messages sent from this machine. This is the sender’s e-mail address that appears for Scan to E-mail and Scan to Internet FAX operations, and for URL notification by e-mail. Refer to *“Error Notification” on page 8-45* and *“Error Notification” on page 8-71*.

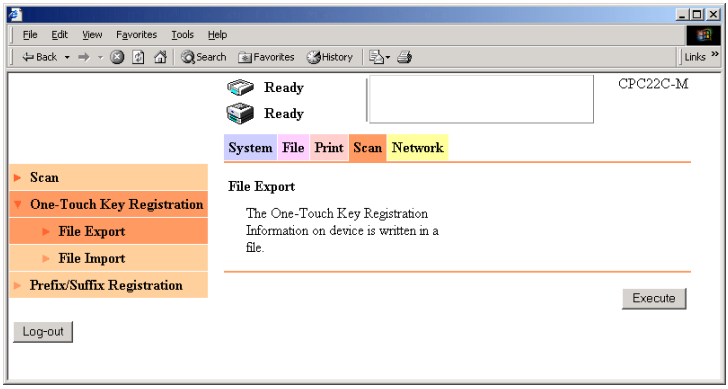
One-Touch Key Registration – File Export

The one-touch key registration information for this machine can be saved to a file.

The information saved to a file can be loaded into this machine by clicking **File Import** in the sub-menu that appeared after clicking **One-Touch Key Registration** in the menu on the "Scan" tab (refer to *"One-Touch Key Registration – File Import" on page 12-48*).

Procedure

➜ Click the "Scan" tab, click **One-Touch Key Registration**, and then click **File Export** in the sub-menu that appeared.



[Execute] button	Reads the one-touch key registration information set on this machine and saves (exports) the information as a file on the computer in the CSV format. When this button is clicked, a file save dialog box appears so the location of the file can be selected. (Internet Explorer 6 SP1 or later recommended)

Note

Given that you change the user box name, delete a box, or change or delete FTP server settings and you do not make the corresponding change to the one-touch registration key, if you export and import the one-touch key registration, an error will occur when you import the data. If an error occurs, only a portion of the data is imported.

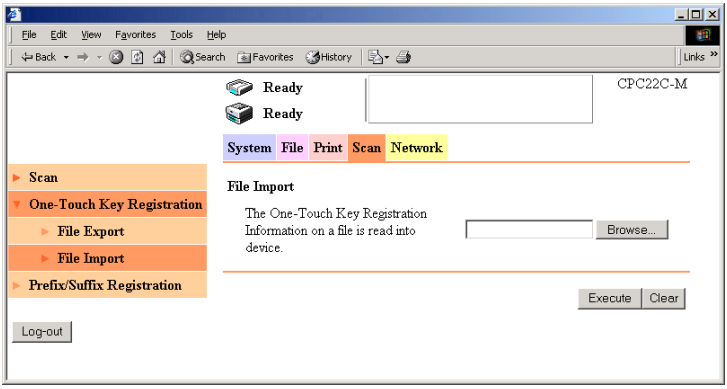
One-Touch Key Registration – File Import

The one-touch key registration information saved to a file can be loaded into this machine.

Procedure

➜ Click the “Scan” tab, click **One-Touch Key Registration**, and then click **File Import** in the sub-menu that appeared.

A page for specifying the one-touch key information file appears.



[Browse] button	Click this button to specify the one-touch key information file.
[Execute] button	Specify the file, and then click this button to load the one-touch key registration information into this machine from the specified file.

Note

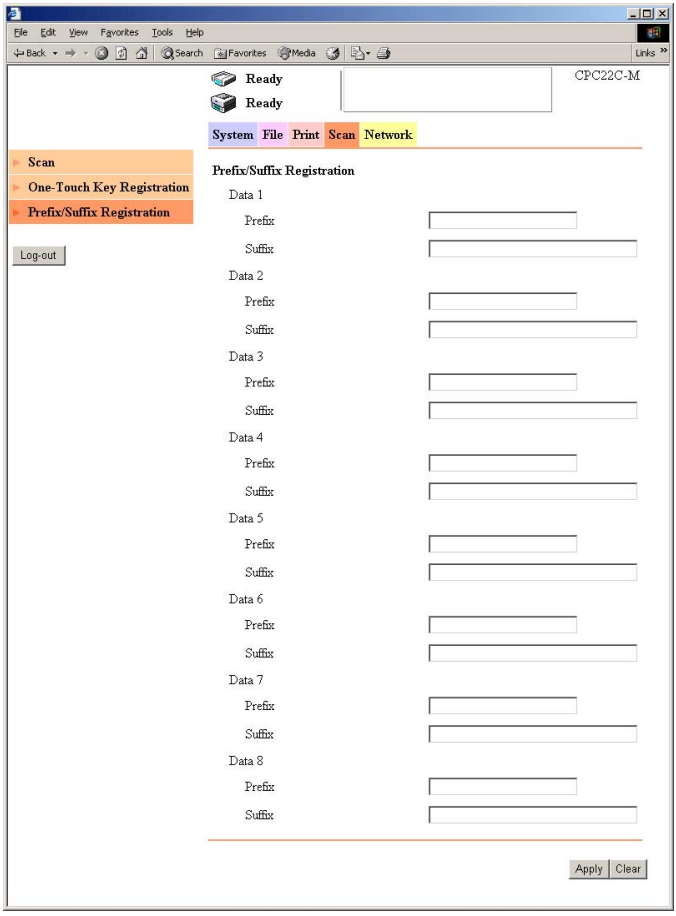
If there is one-touch key that is selected from this machine’s control panel, the one-touch key registration information is not overwritten.

Prefix/Suffix Registration

You can register prefixes and suffixes that are included in the destination information when Scan to E-mail is used.

Procedure

➜ Click the “Scan” tab, and then click **Prefix/Suffix Registration** in the menu.



Prefix	Register the prefix for each data number. Settings: Up to 20 characters
Suffix	Register the suffix for each data number. Settings: Up to 64 characters

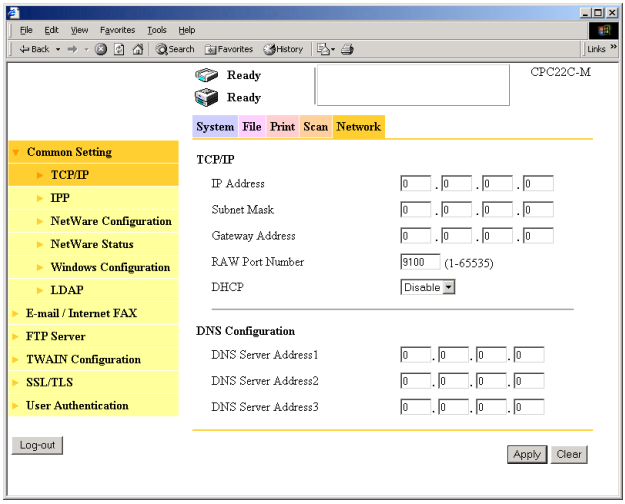
12.6.5 Network Tab

Common Setting – TCP/IP

You can specify TCP/IP settings.

Procedure

➔ Click the “Network” tab, click **Common Setting**, and then click **TCP/IP** in the sub-menu that appeared.



TCP/IP	
IP Address	Set the IP address for this machine.
Subnet Mask	Set the subnet mask of the network to which this machine will be connected.
Gateway Address	Set the default gateway address to which this machine will be connected.
RAW Port Number	Default value: 9100
DHCP	Set whether a DHCP server is used. Settings: “Enable” or “Disable”
DNS Configuration	
DNS Server Address 1, 2, and 3	Set the DNS server addresses.

Note

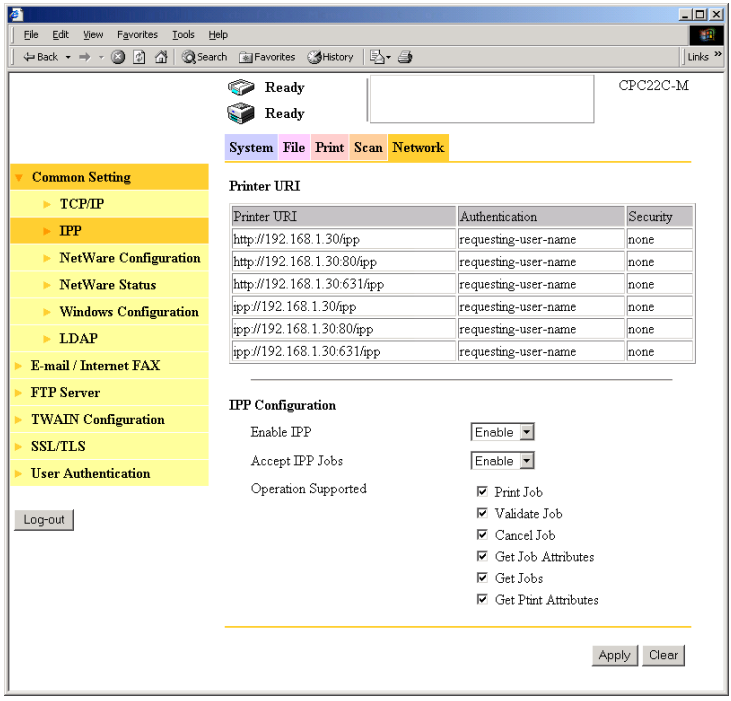
To apply changes to the “IP Address”, “Subnet Mask”, “Gateway Address”, and “DHCP” parameters, restart this machine (turn it off, then on again).

Common Setting – IPP

You can specify IPP print settings.

Procedure

➜ Click the “Network” tab, click **Common Setting**, and then click **IIP** in the sub-menu that appeared.



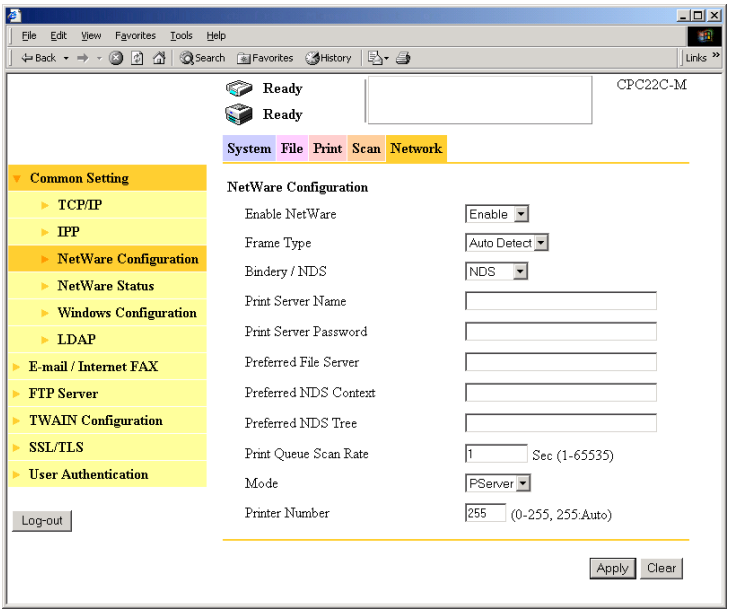
Printer URI	Displays the URL of the printer with which data can be printed using IPP.
Enable IPP	Set whether to perform IPP printing. Settings: “Enable” or “Disable”
Accept IPP Jobs	Set whether to use the IPP reception function. Settings: “Enable” or “Disable”
Operation Supported	Specify the print operations to be supported by IPP. Settings: “Print Job”, “Validate Job”, “Cancel Job”, “Get Job Attributes”, “Get Jobs”, or “Get Print Attributes”

Common Setting – NetWare Configuration

You can specify NetWare settings.

Procedure

➔ Click the “Network” tab, click **Common Setting**, and then click **NetWare Configuration** in the sub-menu that appeared.



Enable NetWare	Set whether NetWare printing is used. Settings: “Enable” or “Disable”
Frame Type	Set the frame type. Settings: “Auto Detect”, “Ethernet II”, “802.2”, “802.3”, or “SNAP”
Bindery/NDS	Select Bindery or NDS. Settings: “Both”, “NDS”, or “Bindery”
Print Server Name	Set the NetWare printer server name. Settings: Up to 63 characters (alphanumeric characters only)
Print Server Password	Set the NetWare printer server password. Settings: Up to 127 characters (alphanumeric characters only)
Preferred File Server	Set the preferred NetWare printer server. Settings: Up to 47 characters (alphanumeric characters only)
Preferred NDS Context	Set the preferred NetWare NDS context. Settings: Up to 191 characters (alphanumeric characters only)
Preferred NDS Tree	Set the preferred NetWare NDS tree name. Settings: Up to 63 characters (alphanumeric characters only)

Print Queue Scan Rate	Set the NetWare queue scan rate. The default value is 1 second. Settings: 1 to 65535 (seconds)
Mode	Set the operation mode of the printer service. Settings: PServer or NPrinter
Printer Number	Set the NetWare printer number. If set to 255, the number is automatically assigned. Settings: 0 to 255

...

Note

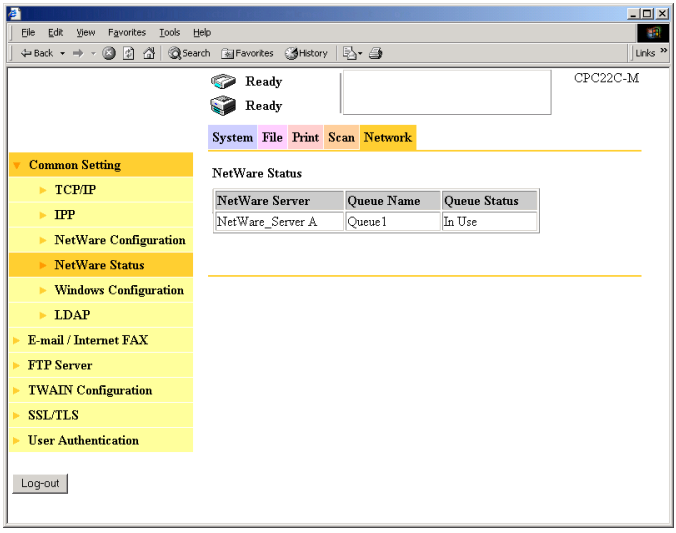
To apply changes to the "Enable NetWare", "Frame Type", "Print Queue Scan Rate", "Mode", and "Printer Number" parameters, restart this machine (turn it off, then on again).

Common Setting – NetWare Status

Information concerning the NetWare connection status can be checked.

Procedure

➜ Click the "Network" tab, click **Common Setting**, and then click **NetWare Status** in the sub-menu that appeared.



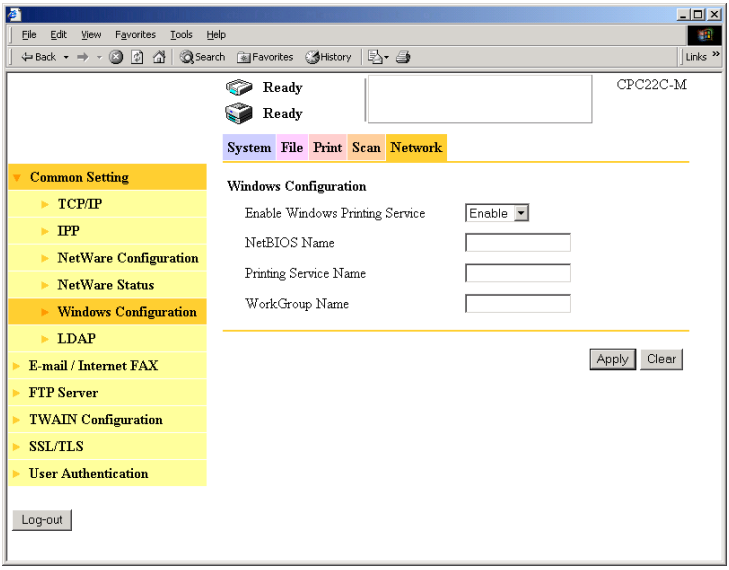
NetWare Server	Displays the NetWare server name.
Queue Name	Displays the NetWare server queue name.
Queue Status	Displays the NetWare server queue status.

Common Setting – Windows Configuration

You can specify Windows print settings.

Procedure

➔ Click the “Network” tab, click **Common Setting**, and then click **Windows Configuration** in the sub-menu that appeared.



Enable Windows Printing Service	Set whether to use the Windows printing service. Settings: “Enable” or “Disable”
NetBIOS Name	Set the NetBIOS name. Settings: Up to 15 characters (alphanumeric characters only)
Printing Service Name	Enter the printing service name. Settings: Up to 13 characters (alphanumeric characters only)
WorkGroup Name	Enter the work group name. Settings: Up to 15 characters (alphanumeric characters only)

Note

To apply changes to the “NetBIOS Name”, “Printing Service Name”, and “WorkGroup Name” parameters, restart this machine (turn it off, then on again).

Common Setting – LDAP

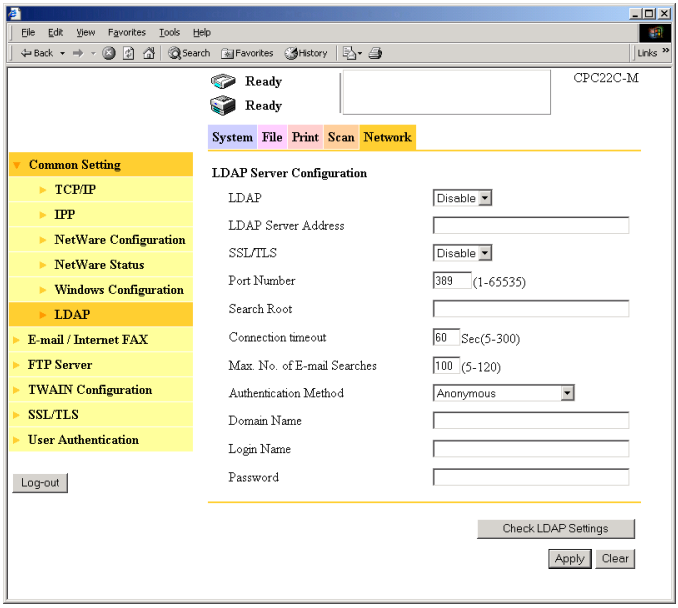
You can specify LDAP settings.

Note

In order for LDAP settings and network user authentication settings to be specified on this machine at the same time, the LDAP server and the server for network user authentication must be the same.

Procedure

➜ Click the “Network” tab, click **Common Setting**, and then click **LDAP** in the sub-menu that appeared.



LDAP	Set whether to use the LDAP search function. Settings: “Enable” or “Disable”
LDAP Server Address	Enter the IP address or server name (host name) to set the LDAP server address. Settings: Alphanumeric characters only, the first character cannot be a number for the server name
SSL/TLS	Set whether to perform communications with the LDAP server using SSL/TLS. Settings: “Enable” or “Disable”
Port Number	Set the port number used to communicate with the LDAP server.

Search Root	Set the search start point for the LDAP search. Settings: Up to 255 characters
Connection timeout	Set the connection timeout for the LDAP server. Settings: 5 to 300 (seconds)
Max. No. of E-mail Searches	Set the search upper limit for the LDAP search. Settings: 5 to 120
Authentication Method	Set the authentication method. If “GSS-SPNEGO” is selected, the DNS server in the TCP/IP settings must be specified (refer to page 12-50). Settings: “Anonymous”, “Simple”, “Digest-MD5/CRAM-MD5”, or “GSS-SPNEGO”
Domain Name	If the authentication method is set to “GSS-SPNEGO”, set the domain name used with DNS. Settings: Up to 64 characters
Login Name	Set the login name used to log in to the LDAP server. Settings: Up to 255 characters
Password	Set the password used to log in to the LDAP server. Settings: Up to 128 characters
[Check LDAP Settings] button	Checks whether a connection can be established correctly using the settings entered here.

Memo

The items that must be entered vary depending on the authentication method.

For “Anonymous”, the domain name, login name, and password are not required.

For “Simple”, the domain name is not required, but the login name is. The password may not be required.

For “Digest-MD5/CRAM-MD5”, the domain name is not required, but the login name is. The password may not be required.

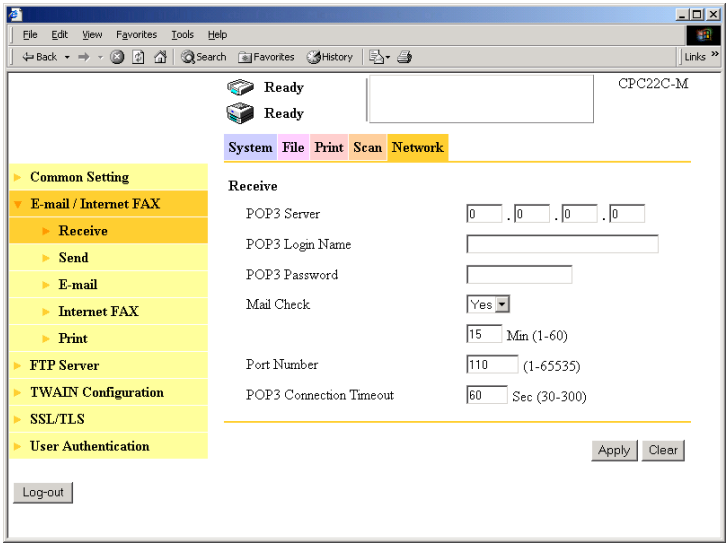
For “GSS-SPNEGO”, the domain name and login name are required. The password may not be required.

E-mail / Internet FAX – Receive

You can specify mail reception settings.

Procedure

➔ On the “Network” tab, click **E-mail / Internet FAX**, and then click **Receive** in the sub-menu that appeared.



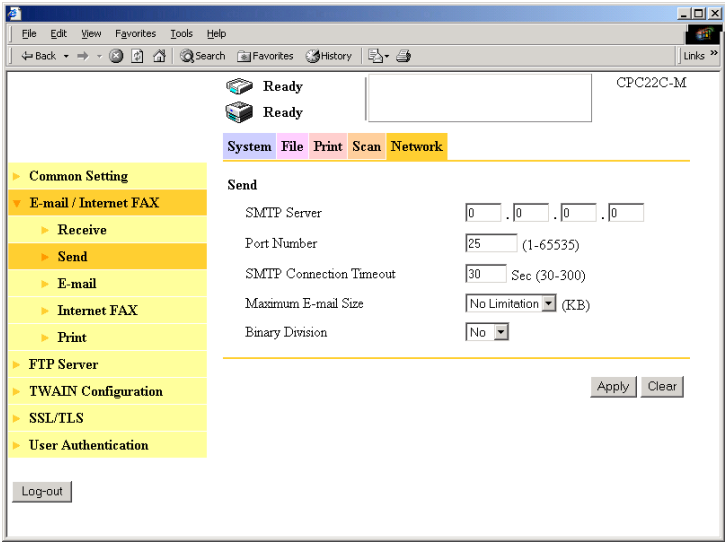
POP3 Server	Set the IP address of the POP3 server.
POP3 Login Name	Set the login name of the POP3 server. Settings: Up to 63 characters
POP3 Password	Set the password for logging in to the POP3 server. Settings: Up to 15 characters
Mail Check	Set whether to periodically check the mail server contents. If “No” is selected, e-mails will not be received automatically. If “Yes” is selected, set the interval for automatic reception. Settings: “Yes” or “No” 1 to 60 (minutes)
Port Number	Set the port number for the POP3 server. (Normally, use the default value of 110.)
POP3 Connection Timeout	Set the connection timeout for the POP3 server. Settings: 30 to 300 (seconds)

E-mail / Internet FAX – Send

You can specify mail transmission settings.

Procedure

➔ On the “Network” tab, click **E-mail / Internet FAX**, and then click **Send** in the sub-menu that appeared.



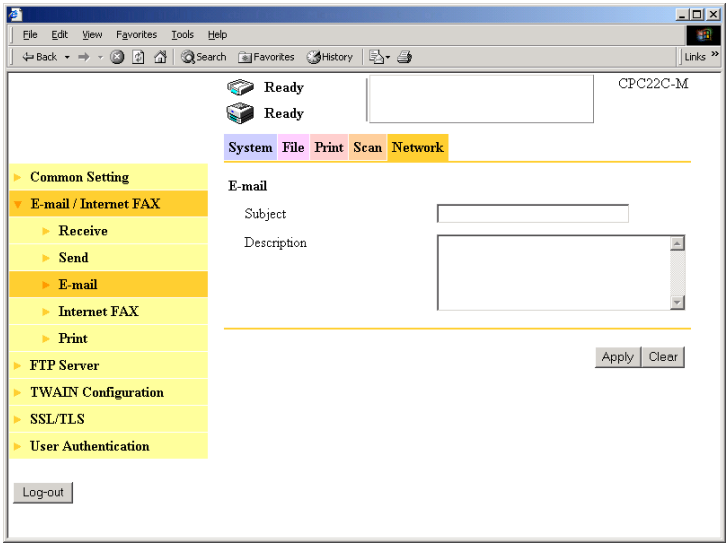
SMTP Server	Set the IP address for the SMTP server.
Port Number	Set the port number for the SMTP server. (Normally, use the default value of 25.)
SMTP Connection Timeout	Set the connection timeout for the SMTP server. Settings: 30 to 300 (seconds)
Maximum E-mail Size	Set the maximum size of transmitted mails. Settings: “No Limitation”, 100 to 3000 KB (in units of 100 KB)
Binary Division	Set whether to divide the e-mail into multiple e-mails (binary unit) when the e-mail size exceeds the maximum e-mail size. Settings: “Yes” or “No” For Scan to E-mail, refer to *“Binary Division and Scanned File Separation” on page 8-43*. For Scan to Internet FAX, refer to *“Binary Division and Scanned File Separation” on page 8-68*.

E-mail / Internet FAX – E-mail

Specify the subject and text of the e-mail message for Scan to E-mail operations.

Procedure

➜ On the “Network” tab, click **E-mail / Internet FAX**, and then click **E-mail** in the sub-menu that appeared.



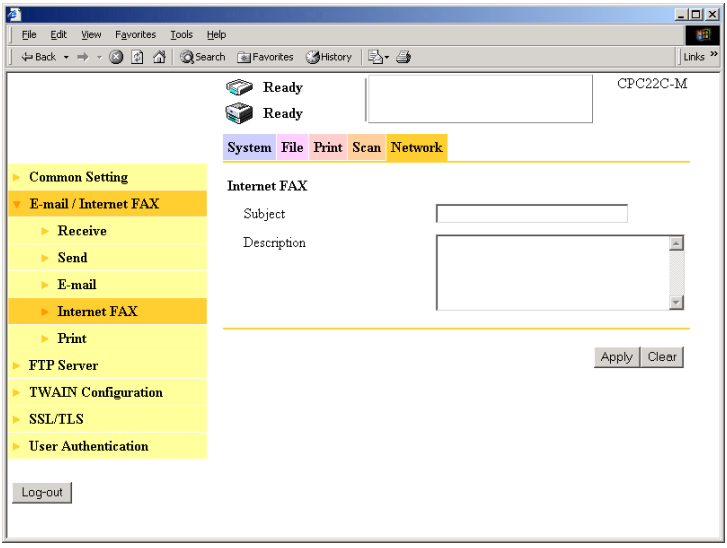
Subject	Enter the subject of the mail. Settings: Up to 64 characters
Description	Enter the text of the mail. Settings: Up to 256 characters

E-mail / Internet FAX – Internet FAX

Specify the subject and text of the e-mail message for Scan to Internet FAX operations.

Procedure

➜ On the “Network” tab, click **E-mail / Internet FAX**, and then click **Internet FAX** in the sub-menu that appeared.



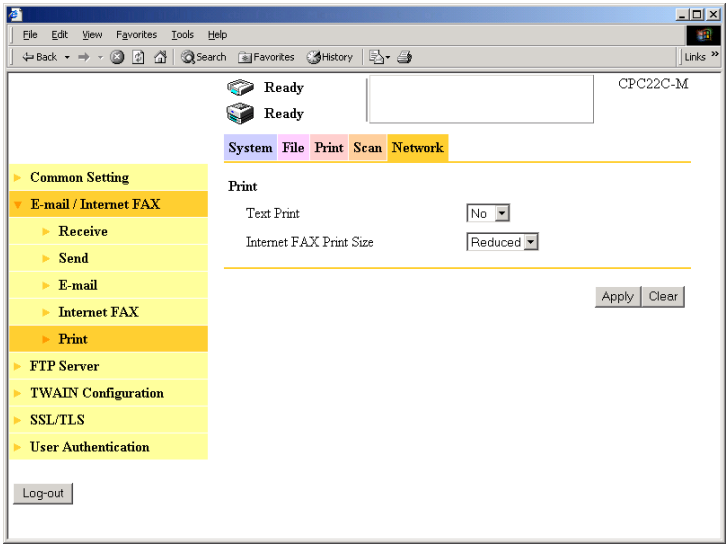
Subject	Enter the subject of the mail. Settings: Up to 64 characters
Description	Enter the text of the mail. Settings: Up to 256 characters

E-mail / Internet FAX – Print

You can set the print settings for Internet FAX reception.

Procedure

➔ On the “Network” tab, click **E-mail / Internet FAX**, and then click **Print** in the sub-menu that appeared.



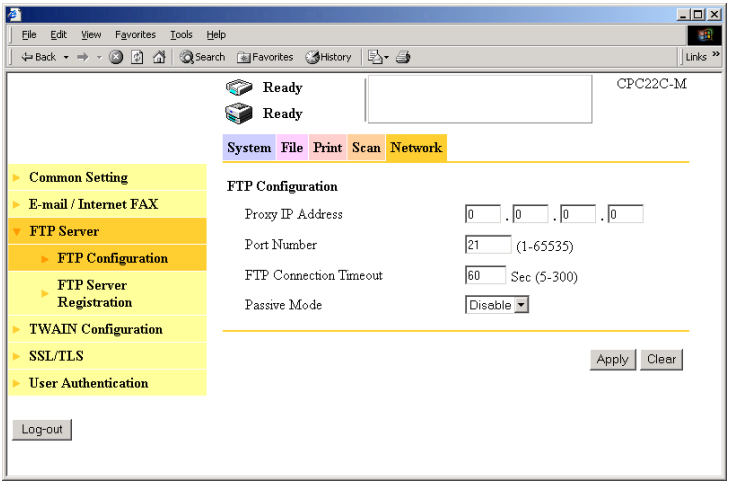
Text Print	Set whether to print the mail text when this machine receives an Internet fax e-mail. Settings: “Yes” or “No”
Internet FAX Print Size	Set the print size for printing the received data. Settings: “Reduced”, “Full Size”, or “A4/Letter” Reduced (default): Select this setting when you wish to slightly reduce the size the received data. Full Size: Select this setting to print the received data in full size. A4/Letter: Select this setting when you wish to fit the received data in A4- or Letter-size paper.

FTP Server – FTP Configuration

You can specify FTP proxy server and FTP server settings.

Procedure

➔ On the “Network” tab, click **FTP Server**, and then click **FTP Configuration** in the sub-menu that appeared.



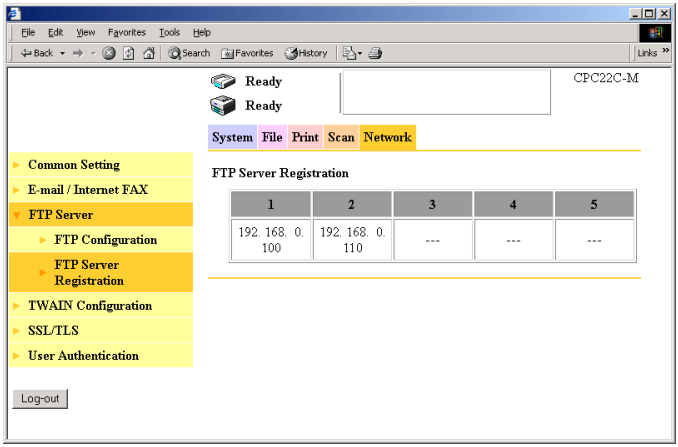
Proxy IP Address	Enter the IP address of the proxy server when one is used.
Port Number	Set the port number of the proxy server. (Normally, use the default value of 21.)
FTP Connection Timeout	Set the connection timeout for the FTP server. Settings: 5 to 300 (seconds)
Passive Mode	Set the passive mode. Settings: “Enable” or “Disable”

FTP Server – FTP Server Registration

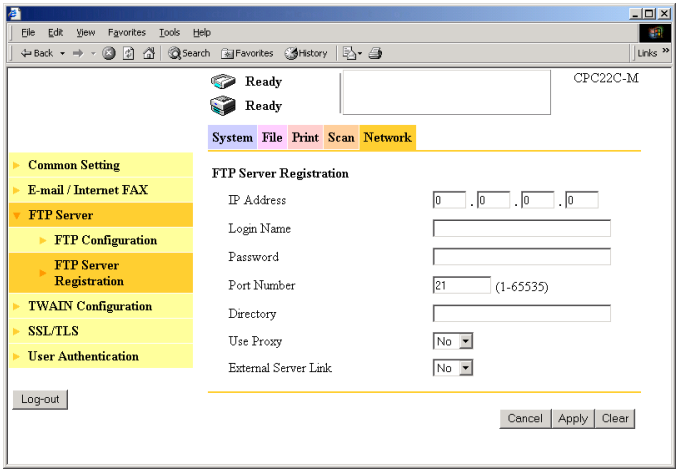
You can register FTP servers.

Procedure

1 On the “Network” tab, click **FTP Server**, and then click **FTP Server Registration** in the sub-menu that appeared.



2 To register a new FTP server, click an unregistered box (---).
To change the settings for an FTP server that is already registered, click it.



3 Specify settings for the following.

IP Address	Specify the IP address of the FTP server.
Login Name	Enter the name used to log in to the FTP server. Settings: Up to 32 characters (alphanumeric characters only)
Password	Enter the password used to log in to the FTP server. Settings: Up to 64 characters (alphanumeric characters only)
Port Number	Specify the FTP port number. (Normally, use the default value of 21.)
Directory	Set the destination directory for storing the scanned data on the FTP server. (To specify the default folder, enter a "/" (slash).) Settings: Up to 128 characters (alphanumeric characters only)
Use Proxy	Set whether to use a proxy server. Settings: "Yes" or "No" If "Yes" is selected, also set the proxy server. Refer to *"FTP Server – FTP Configuration" on page 12-62*.
External Server Link	If "Yes" is selected, you can access the FTP server by double-clicking its IP address on the External Server Link page of Printer Management Utility. The External Server Link page can be displayed by clicking "External Server Link" in the menu on the "File" tab in User mode. Settings: "Yes" or "No"

Note

"External Server Link" uses "anonymous" to access the FTP server. "External Server Link" can be used only when the "Login Name" is set to "anonymous" on the FTP Server Registration page.

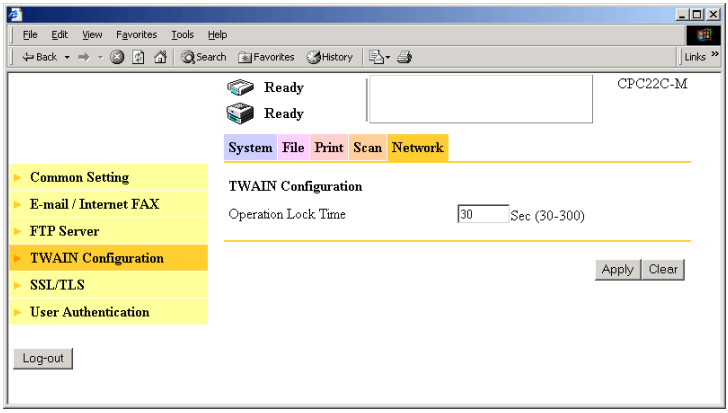
Changing or deleting the FTP server settings does not change the destination server that is specified for "File (Scan To FTP Server)" of one-touch key registrations and temporary registration. If you change or delete an FTP server that was specified using one-touch key registration or temporary registration, delete the corresponding one-touch key registration/temporary registration or register the information again.

TWAIN Configuration

You can specify TWAIN scan settings.

Procedure

➔ Click the “Network” tab, and then click **TWAIN Configuration** in the menu.



Operation Lock Time	Set the panel lock timeout for performing TWAIN scan operations from the computer. Settings: 30 to 300 (seconds)

SSL/TLS

You can specify the SSL/TLS settings.

Memo

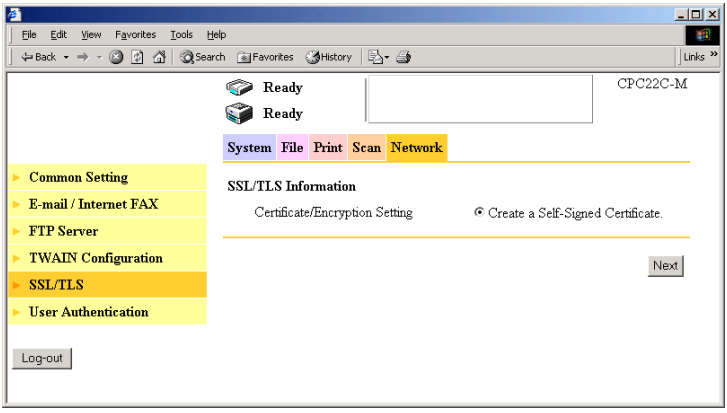
Transmissions between this machine and the client computer are encoded, and leakage of data such as passwords is prevented.

Procedure

➔ Click the “Network” tab, and then click **SSL/TLS** in the menu.

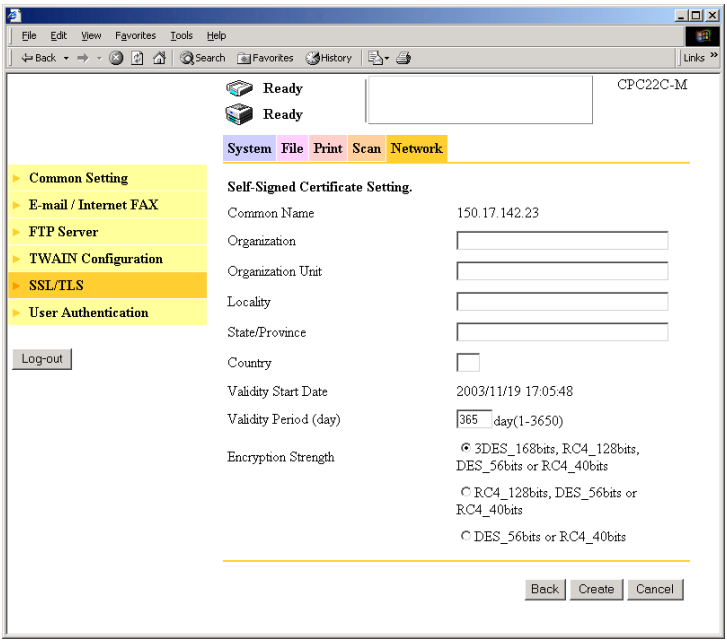
The following page appears if no certificate has been created.

(If a certificate has been created, refer to *“Page showing the settings” on page 12-68*.)



[Next] button	To create a certificate, select “Create a Self-Signed Certificate”, and then click the [Next] button. A page used to create a self-signed certificate appears. For details, refer to *“Creating a Self-Signed Certificate” on page 12-67*.

Creating a Self-Signed Certificate



Common Name	Displays the IP address of this machine.
Organization	Set the organization name used when creating a certificate. Settings: Up to 63 characters
Organization Unit	Set the organization unit name used when creating a certificate. Settings: Up to 63 characters
Locality	Set the locality name used when creating a certificate. Settings: Up to 127 characters
State/Province	Set the state/province name used when creating a certificate. Settings: Up to 127 characters
Country	Set the country name (in ISO3166 code) used when creating a certificate. Settings: 2 characters Australia: AU, Belgium: BE, Canada: CA, China: CN, Czech Republic: CZ, Denmark: DK, France: FR, Germany: DE, Italy: IT, Japan: JP, Netherlands: NL, Russian Federation: RU, Spain: ES, United Kingdom: UK, United States: US
Validity Start Date	Displays the date and time when this page was displayed.
Validity Period (day)	Set the validity period for the certificate in terms of the number of days elapsing from the day shown beside “Validity Start Date”.
Encryption Strength	Select the encryption strength.

Procedure

1 Specify the desired settings, and then click the [Create] button.

2 When the message “The Certificate has been created.” appears, click the [OK] button.

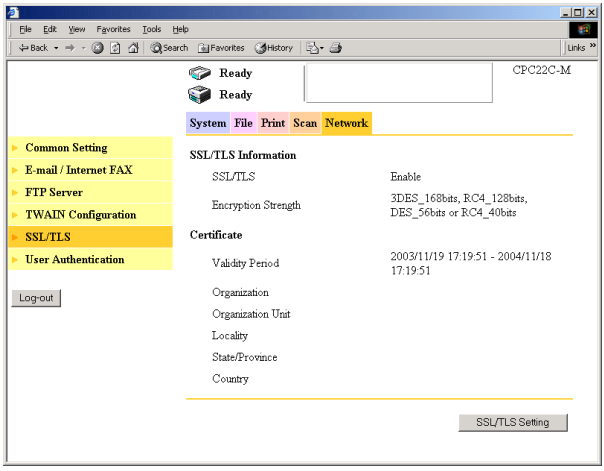
If you have created a new certificate, log out once from Administrator mode.
If you have changed settings, the specified SSL/TLS information is displayed.

Note

If a given time elapses after creating a self-signed certificate (while “The certificate has been created.” is displayed), the message “Connection uses SSL/TLS.” appears at the top section. If this message appears, do not click the [OK] button under the message. If you do, you will be logged out from Administrator mode, but this machine’s control panel will be locked. You will not be able to copy or print until the timeout occurs.

Page showing the settings

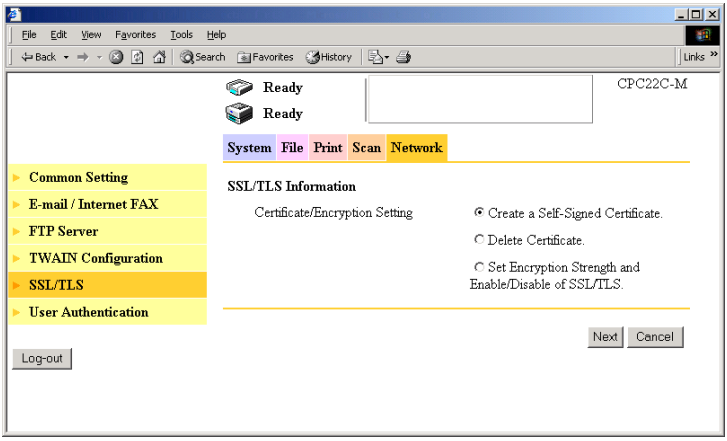
When specifying SSL/TLS settings, the following page appears.



Procedure

➔ To change or delete the certificate or change the encryption strength, click the [SSL/TLS Setting] button.

Setting SSL/TLS



Create a Self-Signed Certificate.	Select to create a certificate.
Delete Certificate.	Select to delete the installed certificate. This setting appears only when there is an installed certificate.
Set Encryption Strength and Enable/Disable of SSL/TLS.	Select to enable or disable SSL/TLS (encryption level). This setting appears only when there is an installed certificate.

Procedure

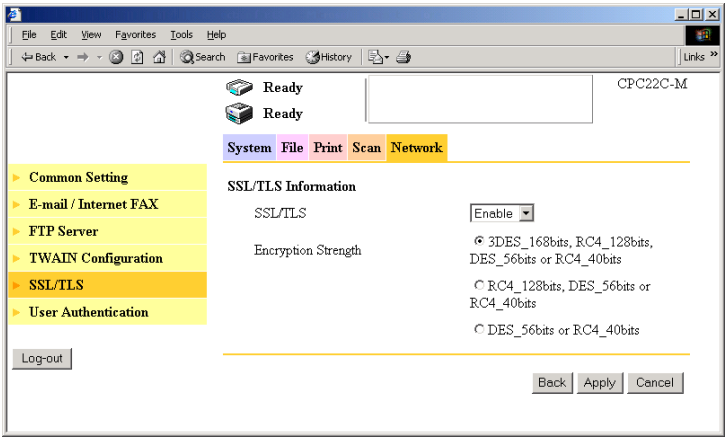
➔ Select the desired setting, and then click [Next].

If “Create a Self-Signed Certificate” was selected, the page shown in *“Creating a Self-Signed Certificate”* (page 12-67) appears.

If “Delete Certificate” was selected, a confirmation page appears. Click the [OK] button. Then, click the [OK] button to log out from Administrator mode.

If “Set Encryption Strength and Enable/Disable of SSL/TLS.” was selected, the setup page appears. Refer to *“Enabling/Disabling SSL/TLS and Setting Encryption Strength” on page 12-70*.

Enabling/Disabling SSL/TLS and Setting Encryption Strength



SSL/TLS	Select whether to enable or disable the SSL/TLS function. Settings: “Enable” or “Disable”
Encryption Strength	Select the encryption strength.

Procedure

➜ To change the settings, specify the desired settings, and then click the [Apply] button.

If enable/disable condition of SSL/TLS was changed, click the [OK] button and log out once from Administrator mode.

If the enable/disable condition of SSL/TLS was not changed, the specified SSL/TLS information is displayed.

User Authentication

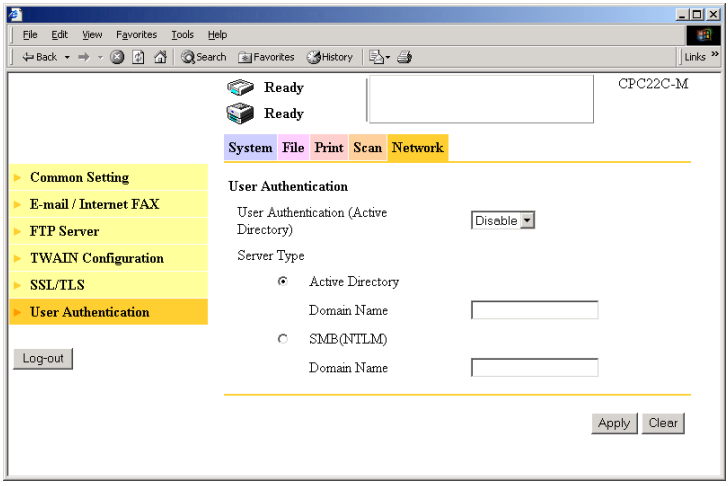
Network user authentication settings for scan functions and box functions can be specified.

Note

In order for LDAP settings and network user authentication settings to be specified on this machine at the same time, the LDAP server and the server for network user authentication must be the same.

Procedure

➔ Click the “Network” tab, and then click **User Authentication** in the menu.



User Authentication	Set whether to perform user authentication. Settings: “Enable” or “Disable”
Server Type	Select the server type. Settings: “Active Directory” or “SMB (NTLM)”
Domain Name	If “User Authentication” is set to “Enable”, set the domain name of the selected server type. Settings (for Active Directory): Up to 64 characters Settings (for SMB (NTLM)): Up to 15 characters (alphanumeric characters and the following symbols: ! @ # $ % ^ & ( ) - _ ' { } . ~)

Memo

If user authentication is enabled, a page for entering the network user name and password appears when the [Scan] or [Box] key on this machine is pressed in order to enter Scan mode or Box mode.

13 Using the BOX Utility

The BOX Utility is a program used to retrieve, print, or send as an e-mail attachment the image data that has been stored on the hard disk using the Scan to HDD operation. The data is exchanged with the copier using FTP.

Note
To use this utility program, an optional hard disk must be installed in this machine.

The main features of the BOX Utility are as follows:

- Display a list of image data that is stored on the hard disk installed in this machine.
- View and check the image data on the hard disk. The image can be expanded or reduced.
- Display a list of thumbnails of the image data.
- Print the selected image data.
- Easily send image data using e-mail, FTP, or SMB.
- Collectively back up or restore images (administrator only).

13.1 System Requirements

Computer	IBM PC or compatible Pentium II 450 MHz with 128 MB or more (Pentium III 1 GHz with 256 MB or more recommended)
Operating System	Windows 98SE, Windows Me, Windows 2000, Windows XP, or Windows NT 4.0 (SP 6a or later)
Network Environment	A TCP/IP network is required.
Driver	The printer driver must be installed to print the images.
Applications	Adobe Acrobat Reader or Adobe Acrobat (to display PDF files*) Adobe Acrobat 5.0 (to display thumbnails of PDF files)

* PDF files can be displayed if a different application that can display PDF files is installed and the extension is assigned to the application.

13.2 Supported File Formats

The BOX Utility supports the following file formats.

File Format	Supported Functions
JPEG	Color mode: Full color or grayscale You can specify the compression ratio.
TIFF	Color mode: Black Priority compression method for monochrome: MH or MMR
PDF	Color mode: Full color, grayscale, or black Priority compression method for monochrome: MH or MMR

13.3 Installing the BOX Utility

Note

If other application programs are running, close them before starting the installation. If another application is running, the program may not be installed correctly.

Procedure

1. Open the folder that contains BOX Utility on the supplied CD-ROM (the “BoxUtility” folder).
2. Double-click the “Setup.exe” file to run the installation program.
3. Complete the installation according to the instructions that appear.
4. If a computer restart confirmation screen appears, restart the computer.

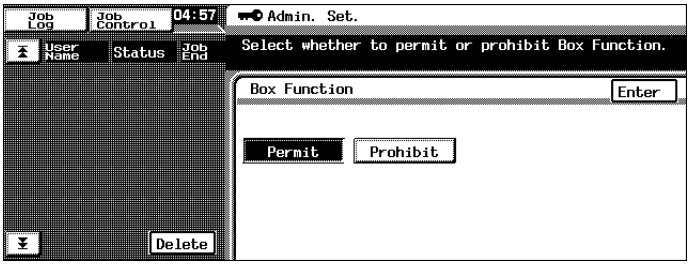
13.4 Using the Box Functions

To use BOX Utility, you must enable the box functions from this machine's control panel.

Setup procedure

1 On this machine's control panel, press the [Utility] key, touch [Admin. Mode], and then enter the administrator access code.

2 Touch [Admin. Set.], then [Box Function] (page 2/4).



3 Touch [Permit], and then touch [Enter].

13.5 Registering the Copier

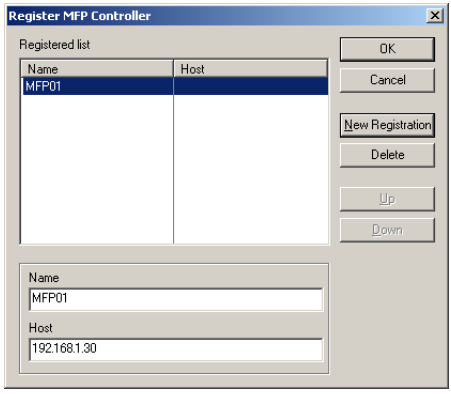
To retrieve image data on the copier hard disk, the copier must be registered in the utility program. Up to 10 copiers can be registered.

Registration procedure

1 Click the [Start] button, and then click “Programs” – “BOX Utility” – “BOX Utility” – “BOX Utility” to start up the BOX Utility.

2 On the “Setup” menu, click “Register MFP Controller”.

The setup dialog box below appears.



3 Click the [New Registration] button.

4 Enter the registration name in the **Name** box (up to 16 characters) and the IP address of the copier in the **Host** box.

Memo

The following symbols cannot be used in the box name.
*\ / : * ? " < > |*

For the procedure to set the IP address of this machine, refer to “Setting the IP Address for This Machine” on page 6-2.

5 Press the computer keyboard’s [Enter] key and click the [OK] button.

The registration is saved.

You can also edit or delete registrations and change the order that the registrations are displayed in the Register MFP Controller dialog box.

Deleting registrations

1 In the **Registered list**, select the registration that you wish to delete.

2 Click the [Delete] button.

3 Click the [OK] button in the confirmation dialog box.

The registration is deleted.

Editing registrations

1 In the **Registered list**, select the registration that you wish to edit.

2 Enter the registration name in the **Name** box (up to 16 characters) and the IP address of the copier in the **Host** box.

3 Click the [OK] button.

The changed registration is saved.

Changing the display order of registrations

1 In the **Registered list**, select the registration whose display order you wish to change.

2 To move the registration up in the list, click the [Up] button. To move the registration down in the list, click the [Down] button.

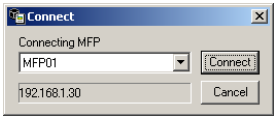
13.6 Connecting the Copier

Connect the copier to access the image data on the copier hard disk.

Connection procedure

1 On the “Communicate” menu, click “Connect”. You can also click on the toolbar.

A dialog box used to select the destination appears.

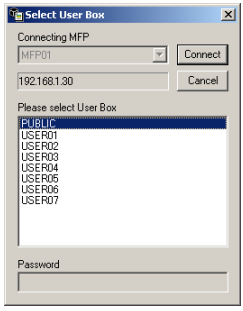


2 If multiple copiers are registered, select the copier to be connected from the **Connecting MFP** drop-down list.

The **Connecting MFP** drop-down list displays the registration names that were entered in *“Registering the Copier”* (refer to *“Registering the Copier” on page 13-4*).

3 Click the [Connect] button.

The connection is established and the boxes on the copier hard disk appear.



4 Select the box containing the image data that you wish to view. If a user box is selected, enter the password for the box in the **Password** box.

5 Click the [Connect] button.

A list of image data in the selected box appears.

Disconnecting from the copier

➔ To disconnect from the copier, click “Disconnect” on the “Communicate” menu, or click on the toolbar.

13.7 Main Window

After connecting the copier and selecting a box, a list of image data is displayed.

13.7.1 Changing the Display Mode

You can change the display mode of the main window.

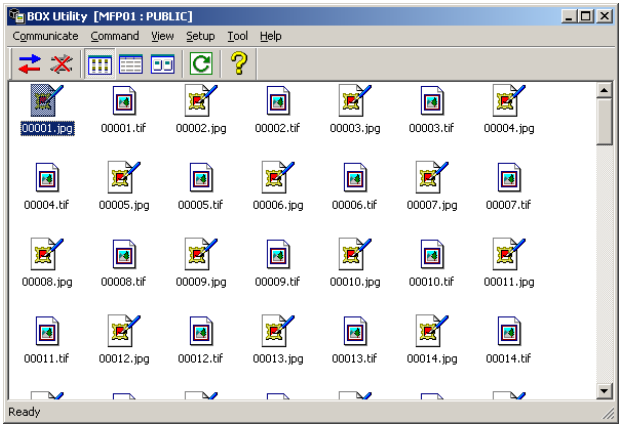
Procedure

There are three image data display modes: icon display mode, detailed display mode, and thumbnail display mode.

➔ Select the display mode (“Icons”, “Details”, or “Thumbnails”) from the “View” menu.
Or, click the display mode icon on the toolbar.

- ❍ : Icon display mode
- ❍ : Detailed display mode
- ❍ : Thumbnail display mode

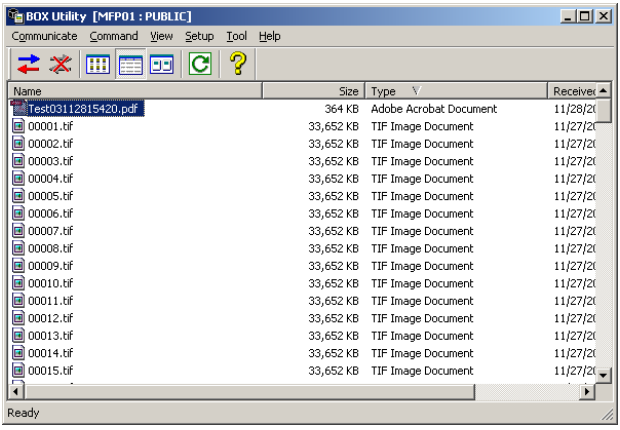
Icon display mode


BOX Utility [MFP01 : PUBLIC]
Communicate Command View Setup Tool Help
00001.jpg 00001.tif 00002.jpg 00002.tif 00003.jpg 00003.tif 00004.jpg
00004.tif 00005.jpg 00005.tif 00006.jpg 00006.tif 00007.jpg 00007.tif
00008.jpg 00008.tif 00009.jpg 00009.tif 00010.jpg 00010.tif 00011.jpg
00011.tif 00012.jpg 00012.tif 00013.jpg 00013.tif 00014.jpg 00014.tif
Ready

In icon display mode, the image data files are displayed as icons.

- Move the mouse pointer over an icon to display its file name, file format, file size, and date of registration.
- From the menu that appears when a file is right-clicked, you can open, rename, or delete the file. (You can perform the same operations as those on the “Command” menu.)

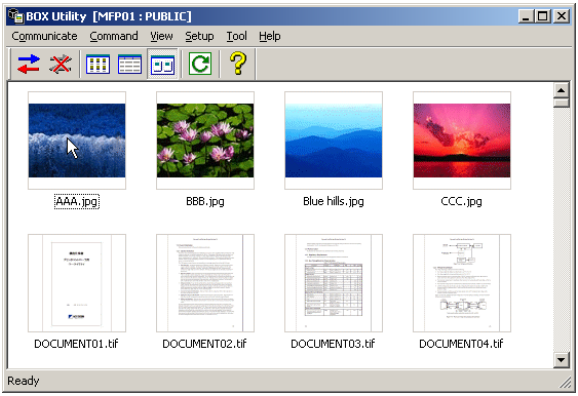
Detailed display mode


BOX Utility [MFP01 : PUBLIC]
Communicate Command View Setup Tool Help
Name Size Type Received
Test03112815420.pdf 364 KB Adobe Acrobat Document 11/28/2
00001.tif 33,652 KB TIF Image Document 11/27/2
00002.tif 33,652 KB TIF Image Document 11/27/2
00003.tif 33,652 KB TIF Image Document 11/27/2
00004.tif 33,652 KB TIF Image Document 11/27/2
00005.tif 33,652 KB TIF Image Document 11/27/2
00006.tif 33,652 KB TIF Image Document 11/27/2
00007.tif 33,652 KB TIF Image Document 11/27/2
00008.tif 33,652 KB TIF Image Document 11/27/2
00009.tif 33,652 KB TIF Image Document 11/27/2
00010.tif 33,652 KB TIF Image Document 11/27/2
00011.tif 33,652 KB TIF Image Document 11/27/2
00012.tif 33,652 KB TIF Image Document 11/27/2
00013.tif 33,652 KB TIF Image Document 11/27/2
00014.tif 33,652 KB TIF Image Document 11/27/2
00015.tif 33,652 KB TIF Image Document 11/27/2
Ready

In detailed display mode, the file name, the file size, the file type, and the date of registration for the image data files are listed.

- To sort the files, click the title (“Name”, “Size”, “Type”, or “Received”) at the top of the list.

Thumbnail display mode



In thumbnail display mode, the thumbnails of the images are displayed.

- Move the mouse pointer over the thumbnail to display the file name, file format, file size, date of registration, image size, and number of pages.
  (For a PDF file, the image size and the number of pages are displayed only if Adobe Acrobat is installed.)

- You can specify the size of the thumbnails from the “Thumbnail Size” sub-menu of the “View” menu.

Memo
To display thumbnails of PDF files, Adobe Acrobat 5.0 must be installed. Otherwise, default images are displayed.

13.7.2 Common Operations in the Main Window

You can perform the operations described below in all display modes.

Opening the image data file

You can select a file in the list and display the image in another window.

➔ Select the file that you wish to view, and then click “Open” on the “Command” menu.

The image is displayed in the image display window.

For details on the operation of the image display window, refer to *“Image Display Window” on page 13-13*.

Memo
PDF files are displayed using Adobe Acrobat or Adobe Acrobat Reader.

Opening the file using the assigned application

You can open a file in the list using another application program.

➔ Select the file that you wish to view, and then click “Open With” on the “Command” menu.

The application program assigned to the file name extension starts up, and the image is displayed.

Dragging and dropping the file to another application

➜ You can drag and drop the file from the main window onto another application.

By dragging and dropping the file onto an FTP application, e-mail transmission application, or Explorer, you can perform FTP transmission, e-mail transmission, or SMB transmission.

Note

You cannot drag and drop multiple files at the same time.

Some application programs do not support drag and drop.

Sorting the image data

You can sort the order of the displayed image data.

➜ On the “Arrange Icons” sub-menu of the “View” menu, select the order in which the image data is to be sorted.

The list is sorted as specified.

Refreshing

You can refresh the list information for the image data.

➜ On the “View” menu, click “Refresh”.
You can also click on the toolbar.

The image data list is refreshed.

Changing the file name of the image data

You can change the name of the file on the copier hard disk.

1 Select the file that you wish to rename, and then click “Rename” on the “Command” menu.

A dialog box appears.

2 Enter the new file name (up to 26 alphanumeric characters).
You cannot change the extension.

3 Click the [OK] button to change the file name.

Deleting the image data file

You can delete the file on the copier hard disk.

1 Select the file that you wish to delete, and then click “Delete” on the “Command” menu.
Or, press the [Delete] key on the computer keyboard.

2 In the confirmation dialog box, click the [OK] button.

The selected file is deleted.

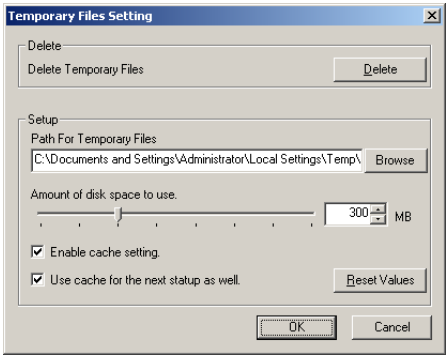
Setting a temporary file

The BOX Utility creates a temporary file when displaying thumbnails or the image display window.
You can specify the storage location of the temporary file, set the cache, or delete the temporary file.

Note
You cannot open the setup dialog box while connected to a copier. Drop the connection to copier and open the setup dialog box.

1 On the “Setup” menu, click “Temporary File Setting”.

The Temporary Files Setting dialog box appears.



2 Specify settings for the following.

[Delete] button	Deletes all temporary files that the utility program created.
Path For Temporary Files	Specify the storage location of the temporary files. You can also specify the storage location by clicking the [Browse] button.

Amount of disk space to use.	Specify the upper limit for the file size of temporary files (in MB).
Enable cache setting.	Set whether to use the image downloaded from the copier as a cache file. If it is used as a cache file, images that have been opened before will open faster.
Use cache for the next startup as well.	Set whether to use the temporary file of the downloaded image as a cache file the next time the utility program is started.
[Reset Values] button	Click this button to reset the settings in the dialog box to their defaults.

Note

If the cache function is enabled, images will be displayed faster. However, since the image is displayed using a temporary file, the image may not be displayed correctly if the image has been changed. In such cases, delete the temporary file or turn off the cache function.

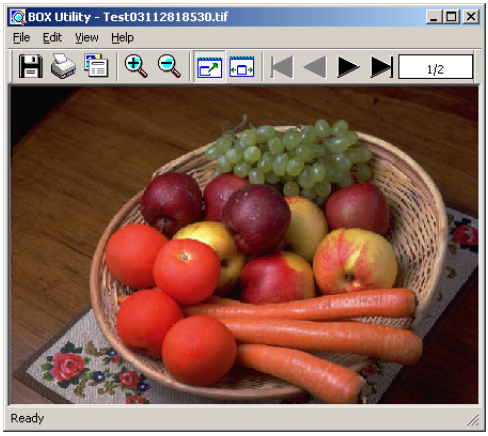
Setting the display

You can specify not to display PDF files of a large size.

➔ On the “Setup” menu, click “Display Setting”.
Set the display in the setup dialog box.

13.8 Image Display Window

An image display window opens when you select a file from the main window, then click “Open” on the “Command” menu.



You can perform the operations described below in the image display window.

Saving the image file

➔ On the “File” menu, click “Save As”.
The file save dialog box appears.

Displaying the print preview

You can display a preview sample before printing the displayed image.

➔ On the “File” menu, click “Print Preview”.
The print preview screen appears.

Printing the image

You can print the displayed image.

1 On the “File” menu, click “Print”.

The Print dialog box appears.

2 Select the printer, print range, the number of copies, and then click the [OK] button.

The image is printed on the specified printer.

Note
If you print the image on paper that is smaller than the scanned image, only a portion of the image will be printed.

Displaying image information

➔ On the “Edit” menu, click “Show Image Information”.

Detailed information including the file name, file type, size, date of creation, and resolution is displayed.

Expanding or reducing the image

You can expand or reduce the displayed image.

➔ On the “View” menu, click an expansion/reduction setting (“Zoom In”, “Zoom Out”, “Fit in Window”, “Fit Width”, or an expansion/reduction ratio).

Displaying images containing multiple pages

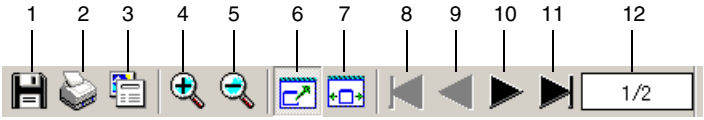
TIFF files may contain multiple pages of images.
For these files, only the first page is displayed in the main window.
However, in the image display window, other pages can be displayed.

➔ On the “View” menu, click “Go To Page”.

A dialog box for specifying the page number appears. Enter the page number, and then click the [OK] button to display the page.

Toolbar

You can select frequently used commands using the icons on the toolbar of the image display window.



No.	Function
1	Save As
2	Print
3	Show Image Information
4	Zoom In
5	Zoom Out
6	Fit in Window
7	Fit Width
8	First Page
9	Previous Page
10	Next Page
11	Last Page
12	Go To Page

13.9 Backing Up and Restoring Image Data

The BOX Utility allows backing up and restoring of image data on the copier hard disk (administrator only).

13.9.1 Backing Up Image Data

All image files with TIF, PDF, and JPG extensions are backed up.

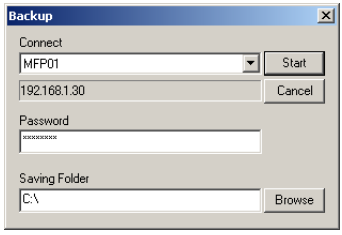
The image files on the copier hard disk are copied to the computer hard disk with the folder hierarchy retained.

The files backed up on the computer cannot be opened directly. To use backed up data, you must restore the data onto the copier (refer to *"Restoring Image Data" on page 13-17*).

Backup procedure

1 On the "Tool" menu in the main window, click "Backup".

The Backup dialog box appears.



2 If multiple copiers are registered, select the copier to be connected from the **Connect** drop-down list.

The **Connect** drop-down list displays the registration names that were entered in *"Registering the Copier"* (refer to *"Registering the Copier" on page 13-4*).

3 In the **Password** box, enter the administrator password for the copier.

4 In the **Saving Folder** box, specify the backup destination folder on the computer.
You can also specify the folder by clicking the [Browse] button.

Memo
You can only specify the local hard disk drive for the destination.

5 Click the [Start] button.

The backup operation starts.
If the folder specified in the **Saving Folder** box in step 4 does not exist, a dialog box for confirming the creation of a folder appears. Click the [Yes] button to create a new folder.

When the backup operation is complete, a message appears.

Memo

During the backup operation, a new folder is created under the specified folder. The folder name is automatically assigned according to the registration name, year/month/day, and time.

Note

You cannot use the copier control panel while the backup operation is in progress. After the backup operation is complete, the control panel is unlocked.

You cannot execute the backup operation when another user is connected to the copier using the BOX Utility or when there are copy jobs, print jobs, or scan jobs on the copier.

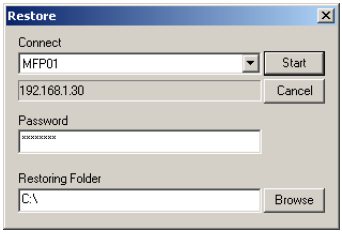
13.9.2 Restoring Image Data

You can restore the data stored on the computer to the copier hard disk using the backup function (refer to *"Backing Up Image Data" on page 13-16*) of the BOX Utility.

Restoring procedure

1 On the "Tool" menu in the main window, click "Restore".

The Restore dialog box appears.



2 If multiple copiers are registered, select the copier to be connected from the **Connect** drop-down list.

The **Connect** drop-down list displays the registration names that were entered in *"Registering the Copier" on page 13-4*.

3 Enter the administrator password for the copier in the **Password** box.

4 In the **Restore Folder** box, specify the computer folder where the backup file is stored.
You can also specify the folder by clicking the [Browse] button.

5 Click the [Start] button.

The restore operation starts.

When the restore operation is complete, a message appears.

Note

If image data files with same file names exist on the copier, the files are overwritten during the restore operation.

The date/time of creation of image data files that have been restored are set to the date/time when the restore operation was performed.

You cannot execute the restore operation when another user is connected to the copier using the BOX Utility or when there are copy jobs, print jobs, or scan jobs on the copier.

After executing the restore operation, the password for the box is reset to the box name. If the box name is less than four digits, add 0s after the box name to create four digits.
(Example: If the box name is "U1", the password is "U100".)

13.10 Creating Compact PDFs

The BOX Utility allows you to convert PDF files on the copier hard disk to compact PDFs and save them to your computer.

About Compact PDFs

Compact PDF is a proprietary technology that determines the text and picture areas of scan data and applies the optimal compression on each area.

Because the file size is reduced when a file is converted into compact PDF, it can reduce the load on the network or hard disk when the file is sent as an e-mail attachment or when the file is saved to your computer.

Procedure

1. On the main window, select a PDF file you wish to convert into compact PDF.
   You can do this from any display mode (icons, details, or thumbnails).
2. On the “Command” menu, click “Convert To CompactPDF”.

   The file save dialog box opens.
3. Specify the destination and file name and click [Save].

   The PDF file on the copier hard disk is downloaded and converted into compact PDF.

13.11 If an Error Is Displayed

If an error occurs while using the BOX Utility, an error message and an error code are displayed.

For details on the error codes, see the table below.

Error Code	Action
101-104	Check the name of the copier.
105-107	Check the name of host.
108-112, 404-406, 415, 502-508, 604, 611-625, 629-671, 674, 721-738, 820-937, 941, 943-953, 955, 1001, 1002, 1015-1017, 1019, 1022, 20000-20018, 24000-24002	An error occurred during communication. Please try again after a while.
113, 127, 128, 201-204, 250, 251, 271-273, 938, 939, 942, 954, 1112-1118, 1201-1204, 1215-1218	Change the setting, then try again.
114-117, 274-275, 416-423, 501, 1018, 1020, 1021, 1205, 10105, 10106, 10201, 10301-10305, 10403-10405, 10502, 10505-10512, 10525-10530	Not enough memory. Please close other applications.
118, 119, 126, 10104	BOX Utility setting is incorrect. Please install again.
120-122	Link the file to your selected application.
123	Cannot open because the file format is incorrect.
125	Cannot use BOX Utility with this operating system.
252	The number of registered copiers has reached its maximum. Please delete unused copiers from the registrations.
609, 610, 628	Please ask your administrator.
626, 627, 801-810	Another user is using this user box. Please try again after a while.
672	Not enough free disk space on the copier. Please delete unused files.
673	The number of user boxes has reached its maximum.
751-759, 940	User box has been deleted.
1013	Not enough free disk space on the computer. Please delete unused files.
1101-1111	An error occurred during the backup operation. Please try again.
1206-1214	An error occurred during the restore operation. Please try again.

Error Code	Action
1301-1308, 1401-1403, 10001, 10002, 10101, 10102, 10501, 10503, 10504, 10515-10524, 10701, 21000-21011, 22000-22024, 23000-23013, 25001-25200	The operation did not succeed. Please try again.

14 Troubleshooting

14.1 Unable To Print

This chapter explains the troubleshooting procedures for possible malfunctions.

Perform the troubleshooting procedures given below when this machine does not print, even after you have executed the print command from your computer.

Symptom	Probable Cause	Action
A message appears, stating that “no printers are connected”, “no paper is loaded”, or “LPT1 write error”.	An error has occurred in this machine.	Check this machine’s control panel.
	The network cable or printer cable is disconnected.	Check that the printer cable or network cable is connected properly.
This machine does not start printing although processing of the print job was completed on the computer.	An error has occurred in this machine.	Check this machine’s control panel.
	The network cable or printer cable is disconnected.	Check that the printer cable or network cable is connected properly.
	The printer driver selected for printing is not compatible with the printer controller.	Check the printer name selected in the Print dialog box.
	A print job is queued in this machine, delaying printing.	Check the job order on the Active Jobs screen of this machine’s control panel.
	The print job is locked.	Check if the print job is locked on the Locked Jobs screen of this machine’s control panel. If it is, unlock it.
	The connection of this machine to the network is not yet established (while connecting to a network).	Consult with the network administrator.
	If the Copy Track mode is set, an illegal access number (password) may have been entered.	Enter the correct access number (password).

If the problem persists after all of these procedures have been performed, read the User’s Manual of this machine.

14.2 Unable To Specify Desired Settings or Unable To Print as Specified

Perform these troubleshooting procedures if you cannot specify the desired settings in the print driver, or if the print results do not represent the settings that have been specified.

Memo

Some of the printer driver functions cannot be combined with other functions. For details, refer to "Items That Cannot Be Set Simultaneously" on page 5-20.

Symptom	Probable Cause	Action
A printer driver setting cannot be selected.	Some functions cannot be combined.	Do not try to select settings that are dimmed. Refer to *"Items That Cannot Be Set Simultaneously" on page 5-20*.
The Conflicts dialog box appears.	An incorrect combination of functions have been specified.	Check the settings and specify the functions correctly.
Print is not performed as specified.	Incorrect settings have been specified.	Check each setting in the printer driver.
	A combination of functions, although possible in the printer driver, is not possible with this machine.	
	The paper size, orientation, and other settings specified in the application have priority over those specified in the printer driver.	Enter the correct settings in the application.
The watermark cannot be printed.	The watermark is not correctly set.	Check the watermark settings.
	The watermark density is set to a level that is too low.	Check the Shading setting.
	Watermarks cannot be printed in graphics applications.	No watermark can be printed in this case.
The staple function cannot be specified.	Stapling is not possible if "Media Type" is set to "Thick" or "Transparency".	Check each setting in the printer driver.

Symptom	Probable Cause	Action
Stapling cannot be performed.	Number of pages that can be stapled when single staple finisher is installed: Up to 30 pages	Change the Copies setting.
	Number of pages that can be stapled when folding finisher is installed: Up to 50 pages on A4/Letter or smaller paper, and up to 25 pages on B4/Legal or larger paper	
	Number of pages that can be center-stapled when folding finisher is installed: Up to 10 pages	
	Stapling is not possible if the document contains pages of different sizes.	Check the document.
The stapling position is not as expected.	The orientation setting is not correct.	Check the stapling position on “Page Layout” of the printer driver setup dialog box.
The hole punch function cannot be specified.	Hole punching cannot be specified if “Booklet”, “Transparency”, “Thick2”, “Thick3”, or “Envelope” is selected.	Check each setting in the printer driver.
The pages are not punched.	Printed pages may be fed out without being punched if the paper is loaded into the paper source with an incorrect orientation.	Check the orientation setting.
The hole punch position is not as expected.	The orientation setting is not correct.	Check the punch position on “Page Layout” of the printer driver setup dialog box.
The folding function cannot be specified.	Folding finisher must be installed in order to specify the folding function. Folding finisher must be selected on the “Device Option Setting” tab.	Select folding finisher on the “Device Option Setting” tab of the printer driver.
	Folding cannot be specified together with stapling or “Thick”.	Check each setting in the printer driver.
The image is not printed properly.	Available memory space is not sufficient.	Simplify the image to reduce the data size.
Paper is not fed from the specified paper source.	Paper will not be fed from the specified paper source if that paper source is loaded with paper of a different size or orientation.	Load the paper source with paper of the appropriate size and orientation.

Symptom	Probable Cause	Action
The access number cannot be specified.	To specify access numbers, an optional hard disk and an optional 256 MB memory must be installed on this machine. In addition, the hard disk must be added in the “Device Option Setting” tab of the printer driver.	• Add the necessary options. • Add the hard disk in the “Device Option Setting” tab of the printer driver.

15 Specifications

Printer Controller

Item	Specifications	Notes
CPU	MPC8245-350 MHz	The CPU of the main body is used.
Power Supply	Common with the main body	
Emulation	PCL5c	
Interface	Ethernet 10Base-T/100Base-TX	RJ45 (auto detection)
	IEEE 1284 (Compatible/Nibble/ECP)	Optional local interface kit is required.
Frame Type	Ethernet 802.2 Ethernet 802.3 Ethernet II Ethernet SNAP	
Supported protocols	TCP/IP IPX/SPX NetBEUI	
Compatible Computers	IBM PC or compatible	
Compatible Operating Systems	Windows 98, 98SE, Me, 2000, XP, NT 4.0, or Server 2003	
Compatible Web Browsers	Internet Explorer 5.5 or later (JavaScript enabled) Netscape Communicator 4.5 or later (JavaScript enabled)	
Utility	Printer Management Utility	Built into the printer controller

Print Functions

Item	Specifications	Remark
Print Speed	16 pages/minute (for color) 35 pages/minute (for monochrome)	1-to-1 printing with the printer controller
Resolution	600 × 600 dpi	

Scan Functions

Item	Specifications	Remark
Scan Speed	35 pages/minute	
Resolution	600 × 600 dpi Color RGB 256 variations Grayscale 256 variations	
Scan File Formats	TIFF, PDF (MH, MMR, and JPEG), and JPEG	

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The information contained in this manual is subject to change without notice to incorporate improvements made on the product or products the manual covers.

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